

du Lac: A Guide to Student Life

Student Activities Policies

In addition to the University's Standards of Conduct, all students are required to abide by all Student Activities Policies as articulated below, as well as contained in the Resources tab of the Student Activities Office web site. For the purposes of the following Student Activities Policies, the term "recognized student group" refers to student clubs, organizations, and residence hall councils, officially recognized by the University through the Director of Centers, Activities, and Events. Student Activities Policies include the following:

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Advertising, Posters, and Announcement of Activities

Recognized student groups may use University bulletin boards to announce and advertise activities. All recognized student group print materials must receive a stamp from the Student Activities Office indicating the group is a recognized student group and that the event has been approved. The name of the recognized student group must be clearly identified on all materials.

University departments are not required to have a stamp to advertise on campus. Individuals, including students, may not advertise on University bulletin boards.

All advertising placed on any University bulletin boards must not exceed 17" x 23" and must reflect good taste. Signs are to be posted only on bulletin boards and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways and doors. Recognized student groups in violation of this policy may lose their posting privileges. These directives do not apply to the interior of residence hall rooms, though residence halls may have and communicate policies regarding what adhesives may be used on walls based on specific types of wall surfaces.

Non-University businesses are not permitted to advertise on campus. Businesses may advertise in *The Observer* and *Scholastic*.

Requests by recognized student groups to have table tents, banners or information tables on campus (LaFortune Student Center, Duncan Student Center, Huddle, Dining Halls, etc.) must be requested through the Student Activities Office.

Recognized student groups may request through the Student Activities Office to advertise events using sidewalk chalk only on outdoor surfaces. Once approved, student groups may use sidewalk chalk in the vicinity of North and South dining halls

and LaFortune Student Center. Chalk is not approved on God Quad, in the vicinity of academic buildings, or on walls, stairs, ramps, or building entryways. All messages must be appropriate and include the name of the sponsoring group. Paint of any kind is prohibited on all outdoor surfaces.

The advertising of alcohol by students is prohibited on campus. Advertising for events involving the use of alcohol, which directly or indirectly refers to alcoholic beverages in any form, may not be posted or distributed on any University property. Print, electronic and broadcast media funded in full or in part by the University, by University solicited funds or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

Approval for Use of Student/Faculty/Staff Directory Information

Permission from the Director of Student Centers, Activities, and Events or designee is required for any recognized student group to receive lists of students, parents of students, faculty and/or staff.

Contracts

All proposed contracts with non-University agencies (such as airlines, buses, bands, speakers, disc jockeys, vendors, food trucks, facilities for off-campus events, etc.) which will involve recognized student groups must be initiated through the Student Activities Office and approved by the Associate Vice President for Student Development or designee. The Associate Vice President for Student Development forwards all such proposed contracts to the Office of the Vice President for Student Affairs, who in turn

forwards proposed contracts to the Office of the Vice President and General Counsel for review. When this review is complete, the Executive Vice President, or by delegation the Vice President for Student Affairs, the Associate Vice President for Student Development, or the Director of Student Centers, Activities, and Events executes such contracts. The University is liable only on contracts processed in this manner and only when such contracts are executed by the Executive Vice President, or by delegation the Vice President for Student Affairs, the Associate Vice President for Student Development, or the Director of Student Centers, Activities, and Events. The University will not assume legal liability for contracts executed by a student, recognized student group, or residence hall facility. Students are encouraged to contact the Student Activities Office for consultation when events may involve contracts.

Eligibility for Student Activities

Satisfactory academic and conduct standing is required in order to be eligible for student body office, class council office, the Campus Life Council, Hall President's Council, Student Government, or Club Coordination Council. The same requirement applies to student athletes, cheerleaders, officers of campus clubs, organizations, or activities. Participation by students as members or leaders in student groups, programs, and activities could be limited in whole or in part if the student is found responsible for a violation of the University Standards of Conduct.

Only individuals enrolled as students at Notre Dame, Saint Mary's College, and Holy Cross College are eligible to hold a student leadership position in Notre Dame student groups. Only Notre Dame students may serve as Officer¹ and/or President for Notre Dame student groups.

Only individuals enrolled as students are eligible to hold a student leadership position.

Hosting Events

Any recognized student group that would like to host an event, activity, or meeting must submit a request through the Student Activities Office. All requests must be submitted at least two weeks in advance to ensure proper review and approval, unless an exception is approved by the Director of Student Centers, Activities, and Events or designee.

Recognized student groups who wish to have vehicles drive or park on any University sidewalk for their event will need to submit applicable vehicle information to the Student Activities Office. Requests will be submitted to and approved by the Notre Dame Police Department.

The last day of class will serve as the last day recognized undergraduate student groups and graduate student clubs are allowed to host events each semester.

No student group events or activities may occur in residences leased, owned, or rented by a student.

Imprinting Items

All imprinted items (e.g., hats, shirts, uniforms, glassware) must be approved by the Director of Student Centers, Activities, and Events or designee before a product is ordered and/or produced. The full name of the recognized student group must be clearly identified on all imprinted items.

The University of Notre Dame controls all sales of products bearing the University's trademarks. All imprinted items which contain words, pictures, symbols or logos representing "University of Notre Dame," "Notre Dame," "ND," "Irish," "Fightin' Irish," "Fighting Irish," the leprechaun, the shamrock, Golden Dome, the University seal or any other trademarks of the University must be approved first by the Director of Student Centers, Activities, and Events or designee and then by the Licensing Department. These approvals must be obtained prior to ordering or imprinting any items.

All imprinted items must be purchased through a University approved vendor. A list of approved vendors can be found on the University Licensing website.

Violations of this policy (i.e. unauthorized imprinting of items or sales outside authorized areas) may result in the merchandise being confiscated and a referral to the University Conduct Process or Student Group Conduct Process. Unauthorized purchases of imprinted items will not be approved for reimbursement by the University, and all costs incurred by the student will be the sole responsibility of the student.

Merchandising and Fund Raising

Merchandising:

Recognized student groups are eligible to apply for permission allowing them to engage in a merchandising and/or fundraising activity on the Notre Dame campus. Students not affiliated with a recognized student group are prohibited from engaging in any type of merchandising and/or fundraising activity without permission from the Student Activities Office. Eligible groups that wish to engage in any type of merchandising activity that would take place on campus and/or involve Notre Dame students must submit a request to the Student Activities Office. Requests will be considered on the basis of benefit to the students, the uniqueness of the service to be offered, and the credibility of the organization involved to deliver a quality product.

Requests are approved by the Director of Student Centers, Activities, and Events or designee. Both exclusive and nonexclusive concessions may be applied for through this process. If exclusive rights are granted a special concession, a payment of a fee will be required for such exclusive rights. Any recognized student group receiving approval to merchandise and/or fundraise may be asked to submit a financial summary to the Student Activities Office upon completion of the merchandising and/or fundraising project.

The following restrictions are placed upon all those granted permission.

1. Door-to-door sales are prohibited in University residence hall facilities
2. All advertising signs and posters must be officially stamped by the Student Activities Office. Those granted permission may advertise in any of the campus media with these same restrictions. Advertising posters must contain the following:
 1. Sponsoring organization name;
 2. Description of product or service and prices;
 3. Date and location of sale.
3. Advertising may not publicize the address or telephone number of any University residence hall facility as a business office or headquarters.
4. University residence hall facilities may not serve as a center of commercial activity. Telephones and mail addresses of University residence hall facilities may not serve as telephones or addresses for a business office. University residence hall facilities may not be used to store inventory.
5. Any online sales by recognized student groups must be conducted through Student Shop ND (studentshop.nd.edu) or other methods approved by the Student Activities Office.
6. Payment for merchandised goods may only be accepted at the point of sale in the form of Cash, Check (made out to the The University of Notre Dame), Diner Dollars or PayPal. Any use of other forms of payment (e.g. Venmo, Apple Pay, etc.) are prohibited unless approved by the Student Activities Office.

The above merchandising regulations do not restrict an individual student from inviting and completing a business transaction in his or her room, e.g., with a pizza delivery person.

Fundraising:

All fundraising activities that donate proceeds to internal and external organizations must be approved by the Director of Student Centers, Activities, and Events or designee. All outside organizations must be organized under Section 501c(3) of the Internal Revenue Code and further the mission and values of both the University of Notre Dame and the organization sponsoring the fundraiser.

A contract is required if using an outside company for fundraising activities (e.g. Blaze Pizza, Five Guys, or Chipotle). Contracts for these activities may be obtained through the submission of the SAO360 event request.

Residence hall food sales which involve only the sale of food and nonalcoholic beverages are considered an interhall matter since this activity primarily involves a service provided by members of a given hall for members of the hall. Students involved in hall food sales should contact the Rector of their respective hall to discuss their particular situation and receive approval.

Failure to comply with the Merchandising and Fundraising Policy may result in confiscation of merchandise and/or a referral to the University Conduct Process or Student Group Conduct Process.

Unless otherwise permitted by the Student Activities Office, individual students, businesses, and groups from off campus are not allowed to sell any items on home football weekends. The Department of Athletics has granted exclusive rights to a concessionaire to sell souvenirs in the stadium area.

The Director of Student Centers, Activities, and Events or designee must approve all on campus merchandising and fundraising activities on home football game weekends. Limited concession stands will be allocated to recognized student groups before football season. If approval is granted, the recognized student group must abide by all merchandising and fundraising policies. Unauthorized sales or sales outside authorized areas may result in the merchandise being confiscated and/or a referral to the University Conduct Process or Student Group Conduct Process.

Movies

All recognized student group-sponsored movie screenings must be approved by the Director of Student Centers, Activities, and Events or designee. Upon approval, the recognized student group must reserve an appropriate facility for the showing of the

film. The recognized student group must adhere to all policies regarding the use of the facility in which their film is shown. The recognized student group is responsible for all costs incurred (i.e., public performance rights, projectionist, film rental, equipment rental, etc.). All movies shown in outdoor and/or public spaces must be suitable for public viewing. An exception must be granted by the Director of Student Centers, Activities, and Events for an outdoor and/or public space screening of a movie with a rating higher than PG. All recognized student groups are encouraged to consult with the Student Activities Office for assistance in ordering films and obtaining proper copyright approvals.

Open Speaker Policy

Notre Dame students and recognized student groups are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means, which do not disrupt the regular and essential operation of the University.

Recognized student groups may invite and hear any person of their own choosing. The routine procedures required by the University before a guest speaker may be invited to appear on campus are designed only to ensure orderly scheduling of facilities, adequate preparation for the event, and conduct of the occasion in a manner appropriate to an academic community. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

Questionnaires and Surveys

All students, groups of students or recognized student groups wishing to distribute a questionnaire or initiate a survey are required to request permission by submitting a copy of the questionnaire or survey instrument, along with a written explanation of the

project's purpose and rationale to the Director of Student Centers, Activities, and Events. Approval for questionnaire or survey distribution will be granted by the Associate Vice President for Student Development.

This policy applies to all questionnaires or surveys, regardless of the audience (e.g., Notre Dame students, faculty, staff, other academic institutions, representatives of any private or public corporation, etc.).

Raffles and Other Games of Chance

Any games of chance (including but not limited to raffles, door prizes, casino games, etc.) sponsored by recognized student groups must first be approved by the Director of Student Centers, Activities, and Events or designee. Alcohol and cash may not be awarded as prizes.

Religious Groups at Notre Dame

Notre Dame is a Catholic university with its own religious programs, which serve both the Catholic members of the community as well as persons of other denominations and faith traditions. The Congregation of Holy Cross, the professional staff of the Division of Student Affairs and the pastoral staff of Basilica of the Sacred Heart have exclusive responsibility for the pastoral care of Notre Dame students, as it is coordinated by the Office of Campus Ministry. All other religious organizations, Catholic or of another faith, that seek to become involved in direct pastoral ministry, evangelization or catechesis on this campus or use University structures, facilities or services must also be approved and directly supervised by the Office of Campus Ministry for their individual programs. Authorization for such groups is dependent on the services that can be offered which are beyond the scope of the Office of Campus Ministry. Any

religious group, Catholic or of another faith, which is not financially accountable to the University or which is served, supported, or organized by clergy or staff not directly coordinated by the Office of Campus Ministry, will not be approved.

A group of another faith which is clearly organized to serve the religious needs of students of other faiths will be given approval if they meet the recognized student group criteria and receive the complete cooperation of the Office of Campus Ministry. On the other hand, any group which seeks to proselytize Catholic students or is in any way disrespectful of or antagonistic to the doctrine and tradition of the Catholic Church will not be approved.

These guidelines are in no way intended to infringe upon the Open Speaker Policy of the University, nor are they meant in any way to inhibit the religious freedom of our students. Rather, these guidelines seek to clarify the requirements necessary for religious groups to receive institutional support or organizational cooperation from the University administration.

Requests and Proposals

Any student or recognized student group, including any branch of Student Government, wishing to submit an official request or proposal (other than a purely personal communication) to the President, a Vice President, a member of the Board of Trustees, or a member of any University Advisory Council, must first submit the request or proposal in writing to the Director of Student Centers, Activities, and Events. Approval will be granted by the Associate Vice President for Student Development.

Solicitation

Any and all solicitation of funds, clothing, books, votes, signatures, petitions, memberships, subscriptions or similar activities on the campus or within the University buildings must receive approval from the Director of Student Centers, Activities, and Events. Door-to-door sales and/or solicitation is always prohibited in University residence hall facilities, unless permitted under campus election guidelines established by Judicial Council. All requests must be initiated through the Student Activities Office.

Soliciting Advertising

Requests for any student or recognized student group to solicit advertising or to accept paid advertisements for any purpose must be initiated through the Student Activities Office and will be approved by the Director of Student Centers, Activities, and Events or designee. Student publications and other groups soliciting advertising must conform to local, state, and federal laws.

Soliciting Corporate Sponsorship

Any student or recognized student group wishing to solicit corporate sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. All requests or proposals must be submitted through the Student Activities Office. Requests will be approved by the Director of Student Centers, Activities, and Events.

Soliciting Funds

Any student, group of students, or recognized student group wishing to solicit funds from anyone outside the University, including alumni and the parents of students must submit a request through the Student Activities Office. Requests will be approved by the Department of Development.

Student Media

The University of Notre Dame recognizes that student media can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty, staff, and institutional authorities, and assist in the process of formulating and reporting student opinion.

Student media should be free of censorship and advance approval of copy, and their editors and managers should be free to develop their own editorial policies and news coverage. At the same time, this editorial freedom entails the corollary responsibility to be governed by the canons of responsible print and broadcast journalism and allows for the expression of various points of view. All student media are subject to the same policies that govern all recognized student groups.

Editors and managers of student media, which are supported by recognized University bodies (Student Government, colleges, departments, etc.), should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal, and then by orderly and prescribed procedures.

Print, electronic, and broadcast media funded in full or in part by the University, or by University solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

All student media should carry a prominent statement that the opinions expressed are not necessarily those of the college, University or student body.

Student Clubs

Establishment

To be considered an official University recognized student club, the club's purpose must be consistent with the University's mission, whether it be spiritual, moral, intellectual, cultural, social, athletic, or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. Establishment of or membership in social fraternities or sororities is considered contrary to the educational and residential mission of the University and is consequently prohibited.

All requests for establishment of new clubs are reviewed on a semiannual basis as prescribed by the Student Activities Office. Students interested in establishing a new student club may contact the Student Activities Office for information on the semiannual application process.

Registration

Recognized student groups must be registered annually in order to receive official University recognition, have the privilege of sponsorship of activities, use University facilities, and be eligible to raise funds and receive a student activity fee allocation. Registration applications will be made available by the Student Activities Office in the spring semester of each academic year, according to a schedule published by the Student Activities Office. Registration does not automatically constitute recognition. Recognized student groups which receive University recognition will be given a charter for the given academic year. To remain in good standing for the entire academic year, a recognized student group must furnish the Student Activities Office with an up to date constitution. Recognized student groups may also be required to submit a financial evaluation

summarizing each year's activities. Recognized student groups must also have a full-time faculty or administrative staff member willing to serve in the capacity of advisor.

Recognition can be denied by the Director of Student Centers, Activities, and Events for failure to register or for violations of Student Activities Policies. Clubs who have lost recognition and are interested in reactivation may contact the Student Activities Office for more information.

Good Standing

Recognized student groups must comply with all University regulations, as well as with local, state and federal laws. No recognized student group, or member of any recognized student group on behalf of the group, may encourage or participate in any activity that contravenes the mission of the University or the moral teachings of the Catholic Church. Failure to comply with these standards may result in sanctions, including, but not limited to, probation or suspension of the recognized student group.

When a student group advisor can no longer serve in that capacity (eg. abroad, leaves the institution, declines the position, etc.), the Director of Student Centers, Events, and Activities or designee will appoint a Temporary Advisor for a maximum of two weeks. The temporary advisor can provide resources for selecting a new advisor, however, it is up to the recognized student group to put in the effort and invite a new advisor. If no advisor has been appointed after the two-week period has lapsed, the club will be listed as inactive and must cease all club functions and purchasing until an advisor can be appointed. After an advisor is appointed, the club will resume its active status.

Student Purchases

A student may not charge purchases to the University or any University budget account without proper administrative approval. Any charge incurred without this authorization is the responsibility of the student, who alone is liable for the payment.

Ticket Sales and Promotion of Activities

Ticket sales or the promotion of activities may be done in the dining hall lobbies, LaFortune Student Center, and Duncan Student Center. Requests should be submitted at least two weeks in advance to the Student Activities Office. Permission will be granted by the Director of Student Centers, Activities, and Events or designee, and also by Campus Dining when applicable. A box office is operated at the LaFortune Information Desk as a service to recognized student groups.

Travel

Any recognized student group wishing to conduct or sponsor travel off-campus (local, regional, national, or international) must obtain prior approval from the Director of Student Centers, Activities, and Events or designee. The complete policy for recognized student group travel is on the [Student Activities Office web site](#).

Unofficial Student Publications

Approval for the sale and distribution of student and community literature on campus must be obtained from the Associate Vice President for Student Development. All requests must be initiated through the Student Activities Office. The University of

Notre Dame should not prohibit the orderly distribution of student literature on campus except that which could be reasonably construed to be in violation of the law.

Use of University Buildings

Requests to schedule use of University buildings and grounds must be initiated through the Student Activities Office before approval can be granted.

For use of a University residence hall facility, the prior permission of the Rector must be obtained before event approval will be granted by the Student Activities Office.

Use of University Grounds

The Student Activities Office reserves and facilitates the use of University grounds, the lakes, and property adjoining the University. Requests for use of University grounds by recognized student groups must be initiated through the Student Activities Office.

University Events Involving Alcohol

In those circumstances where the University serves as host and where graduate or undergraduate students are present, alcohol may be provided only when appropriate measures are taken to ensure moderate and legal consumption. Unless the event is held in an appropriately licensed on-campus facility (such as Legends or the Morris Inn), the approval of the Office of Student Affairs is required.

The complete policy and procedures for recognized student groups requesting to have an event involving alcohol is on the [Student Activities Office web site](#).

Violations and Alleged Violations of Student Activities Policies

The University's Student Activities Policies and the related Student Group Conduct Process are under the jurisdiction of the [Office of Student Affairs](#). All alleged violations of the Student Activities Policies are at the disposition of that office through the Student Activities Office or designee.

Any reported misconduct and/or questions regarding violations of policy will be reviewed by the Student Activities Office or designee. The matter may be resolved through a referral for further discussion with the appropriate office or for further investigation through a Hearing. Individual students may also be referred to the [University Conduct Process](#).

To determine if a Recognized Student Group is responsible for a violation of Student Activities Policies, the Student Group Conduct Process described below will be followed. Decisions regarding a recognized student group's responsibility – or lack thereof – for a violation of policy will be based upon careful consideration of all available information and evaluated using a preponderance of the evidence standard (i.e. if it is "more likely than not" that the policy was violated).

Hearing

Hearings are ordinarily scheduled when the seriousness of the incident is such that a finding of responsibility for a violation of Student Activities Policies could result in probation or suspension of the recognized student group. Hearings are scheduled and conducted before a panel of two or more Student Activities Office staff members or designee(s). In a Hearing, the student is entitled to the following:

1. The President of the recognized student group will receive written notification of the date, time, and location of the Hearing and a list of the alleged policy violations to be addressed at least seven (7) calendar days before the Hearing will be held.

- The Panel reserves the right to suspend any and all club activities once the Student Group Conduct Process has been initiated through the conclusion of the process.
2. The President of the recognized student group can, upon request, receive an excused absence from University obligations (including class and extra-curricular activities) in order to attend the Hearing.
 3. The President of the recognized student group will have the opportunity to participate in an optional pre-Hearing meeting with a designee of the Panel before the scheduled Hearing to learn about the Hearing process and ask procedural questions. If the President elects to attend the informational meeting in person, the President will be provided an opportunity to review the report which will be discussed at the Hearing.
 4. The recognized student group may be accompanied, but not represented, by their Advisor.
 5. The Panel will not make a final decision about a finding of responsibility or assignment of a Student Group Conduct Process Outcome until after the Hearing process is complete.
 6. After the Hearing, the recognized student group will be provided the opportunity to submit a written response to the alleged violations of the Student Activities Policy(ies) by a deadline prescribed by the Hearing Panel. If the recognized student group accepts responsibility for the alleged behavior at the Hearing, the President may submit a written Action Plan describing actionable steps for how the recognized student group will address the reported misconduct by a deadline prescribed by the Hearing Panel. If the recognized student group does not accept responsibility for the alleged behavior at the Hearing, the President may submit a written response to the alleged misconduct by a deadline prescribed by the Hearing Panel. The Panel will make the final determination for Outcomes. Any previous misconduct and impact on community will be considered when determining Outcomes.
 7. Once the Panel has reached a decision (which includes a review of the recognized student group's written response, if submitted by the prescribed deadline), the President of the recognized student group will be contacted to schedule a Decision Meeting with the Panel. The decision reached by the Panel will be communicated at the Decision Meeting.
 8. At the Decision Meeting, the recognized student group and their Advisor will be provided written notification of an explanation for the decision and any Outcomes assigned by the Panel.

Requests for Review of Hearing Decision

1. The President of the recognized student group may submit a written request for review of the decision of the Hearing Panel within five (5) calendar days of communication of a decision. The request will be reviewed by the Student Group Conduct Case Review Board which will consist of designees from the Student Activities

Office, Office of Community Standards, as well as a student designee from Club Coordination Council.

2. The President of the recognized student group may request a review of the Hearing Decision on one or both of the following two grounds:
 1. procedural defect in the Student Group Conduct Process which would have been substantial enough to have changed the decision, and/or
 2. the discovery of substantive new information that was unknown or unavailable to the recognized student group at the time of the Hearing and would have been substantial enough to have changed the decision.
3. Records containing the written request for review, Hearing notification, decision notification, action plan, witness statements, incident report, prior conduct history of the recognized student group, and any additional information will be provided to the Student Group Conduct Case Review Board or designee for consideration.
4. The severity of Student Group Conduct Process Outcome assigned is not considered a legitimate ground for a Case Review to be granted.
5. If the Student Group Conduct Case Review Board determines that the grounds have not been established to grant a Case Review, the student will be notified via written notification. Such a decision is final and not subject to further review.
6. If the Student Group Conduct Case Review Board determines that a procedural defect occurred in the Student Group Conduct Process which would have been substantial enough to have changed the decision, the case may be:
 1. remanded to the Student Activities Office or designee with specific instructions to correct the defect(s) and reconsider the case; or
 2. referred to the Office of the Vice President for Student Affairs for a final decision.
7. If the Student Group Conduct Case Review Board determines that the request contains substantive new information that was unknown or unavailable to the student at the time of the Hearing and the substantive new information would have had a significant effect on the decision, the case will be remanded to the Student Activities Office or designee for disposition.
8. The decision of the Student Group Conduct Case Review Board is final and not subject to further review.

