

Residence Halls

The University's six co-educational residence halls house approximately 790 students, together with approximately 175 students living in nearby off-campus apartments leased and administered by the University. The Residence Life Handbook, available on CD or online at sxu.edu/student_life/student_handbook.asp outlines the policies and procedures for resident students.

Room Reservations and Calendar Clearance

Student clubs and organizations wishing to reserve meeting space must do so in advance by submitting their requests through the Department of Campus Life located in the Warde Academic Center (L-103). All campus spaces including outdoor locations must be reserved through this process. The request is not considered confirmed until the Department of Auxiliary Services verifies availability and confirms the online reservation request. The status of the reservation request is normally available within 24 hours. At that time, a copy of the fully executed request may be obtained from the Department of Campus Life. This copy will act as proof of a confirmed room reservation and will be needed to place any support service orders such as food service, media service, housekeeping, etc. If the event is cancelled, the Department of Campus Life and the Department of Auxiliary Services must be notified immediately. Failure to notify Campus Life of an event cancellation in a timely manner will be documented in the student organization's file and may result in disciplinary procedures.

Because of issues of security, parking, insurance liability and the limited availability of resources, it is imperative that every event be listed on the Master University Calendar. Room setup requests must be received no later than seven days before an event. Chartwells is the sole provider of food service at Saint Xavier University. Outside catering/food is not permitted. Organizations are responsible for ensuring that campus facilities are utilized appropriately and left in a clean and orderly manner after the event. Room clean up is the responsibility of the sponsoring student organization. Charges will be incurred for organizations who damage or dirty any facility.

Sales, Advertisements and Solicitation

The sale or solicitation of merchandise or services of any kind on the Saint Xavier University grounds, or within the buildings of this institution, are prohibited at all times, except through authorized channels. This includes making personal contacts, distributing literature in University buildings and posting advertising materials on bulletin boards and in prominent locations. This applies to faculty, staff members and students acting for themselves or on behalf of any department or organization, as well as outside sales people or solicitors.

Arrangement for sales or solicitation through regular channels must be made with the Office of the Vice President for Business and Finance or the dean of students (if a student group is petitioning). Where such authorization is granted, the general policy is to require the payment of some amount to the University for the privileges accorded.

Any sale or solicitation in progress that is suspected to be unauthorized should be referred to the above offices and, if necessary, reported directly to the Department of Public Safety. Buildings and Grounds personnel will remove signs that may constitute a safety hazard or cause property damage. Individuals are responsible for any property damage resulting from the posting of signs. They also are required to remove all signs posted by the individual(s), or in their behalf, when they become outdated.

Sexual Harassment Policy

I. Purpose

The purpose of this policy statement is to reaffirm the University's commitment to provide a positive and harassment-free environment for study and work, and to specify the procedures for appropriate action when allegations of sexual harassment are made.

II. Policy

Saint Xavier University is dedicated to the pursuit of academic excellence in a context of respect, caring and justice. It is the policy of Saint Xavier University that all employees and students shall be able to work and learn in an environment free from sexual harassment. The University does not condone, nor will it tolerate, sexual harassment under any circumstances by any student, employee, vendor or contractor.

III. Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature when any of the following criteria are met:

- A. -Submission to or rejection of such conduct is made, explicitly or implicitly, a term or condition of status in a course, program, activity, academic evaluation or admission decision; or
- B. -Submission to or rejection of such conduct is made, explicitly or implicitly, a term or condition of a person's employment, or is used as a basis for any employment decision affecting an individual; or
- C. -Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance by creating an intimidating, hostile or offensive environment.

Sexual harassment, as defined above, may include, but is not limited to:

- A. -Suggesting or demanding sexual involvement of another person.
- B. --Unwelcome touching.
- C. -Displaying sexually explicit objects, photographs or drawings (except when warranted for legitimate academic purposes).
- D. -Making graphic or suggestive comments, propositions, sexual gestures, obscene jokes or demeaning sexual innuendos.

The University will not accept as a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

It is not harassment of any sort for those in positions of authority to enforce job performance, standards of conduct and educational requirements in a fair and consistent manner.

IV. Administrative Procedures

An individual who believes he or she has been subjected to sexual harassment, or who has witnessed harassment, should consider informing the offending party of the objectionable conduct and should swiftly seek counsel from the director of Employee Services, a vice president or other designated Advisor.

Anyone in a supervisory capacity who has reason to believe sexual harassment may be occurring is required to report the conduct to one of the individuals named above; failure to report may subject the supervisor to discipline.

An individual wishing to make a complaint (complainant) should contact the director of Employee Services or a vice president as soon as possible after the incident or act that gave rise to the complaint. The complainant should describe the act(s) to be investigated (e.g., behavior, location, names, dates, times, circumstances, witnesses or other evidence). In the event the complainant or the accused is a vice president, the complainant should contact the president.

When prompted by a complaint, the vice president (or his/her designee) for each of the parties involved, in consultation with the director of Employee Services, shall:

- A. -Promptly and impartially investigate the complaint by reasonable means, including but not limited to, a conference with the complainant to discuss the complaint and, when appropriate, to explore options to resolve the matter.
- B. -Take corrective action, if warranted.
- C. -Inform the complainant and the person(s) accused of action(s) taken.

The complainant and/or the charged party may use existing grievance procedures to contest actions taken as a result of the complaint.

Confidentiality of the complainant and any person accused will be respected to the extent possible consistent with the University's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action.

A substantiated charge of sexual harassment against an employee or student will subject the guilty party to disciplinary action, up to and including dismissal.

Reporting sexual harassment or participating in an investigation will not reflect adversely upon an individual's employment or academic status. Any party who retaliates against another for exercising provisions of this policy shall be subject to discipline, up to and including dismissal.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of dismissal.

These procedures apply to internal complaints of sexual harassment. Different procedures may apply if an external administrative charge or civil lawsuit is filed.

Saint Xavier University reserves the right to amend this policy and its procedures.

Student Employment