

## 7. University Policies and Procedures

### Alcohol and Other Drugs

The use, possession or distribution of alcohol or alcohol containers is not permissible on University grounds except at authorized University functions. Only those students aged 21 and older would be permitted to consume alcohol at any such functions.

It is illegal for students under 21 years of age to possess or consume alcoholic beverages on campus. It also is a violation of University policy for any student to have actual or constructive possession of alcohol or be in the presence of alcohol in or around the residence halls or in any other campus area not designated for alcohol consumption. Possession, use or distribution of alcohol by students on University property, or as part of any other University-regulated activity is prohibited. Any student found responsible for violating Article X, Item K of the Code of Student Rights, Responsibilities and Conduct or Section 1, Item 20 of the Residence Hall Community Code is subject to the judicial procedures from the residence halls or the University. Article X, Item K of the Code of Student Rights, Responsibilities and Conduct reads, "1. Underage purchase, possession, consumption or distribution of alcohol; 2. the providing of alcohol to underage individuals and/or the enabling or encouraging of underage individuals to purchase, possess, consume or distribute alcohol; 3. violation of the alcoholic beverages policy; 4. and/or public intoxication" will be subject to disciplinary actions.

The use, possession or distribution of illegal drugs and drug paraphernalia is not permissible on University grounds, including the residence halls. Use and possession of drugs in any vehicle on campus is likewise prohibited.

It is unlawful for any person, knowingly or purposely, to obtain or possess, actually or constructively, an anabolic steroid, unless the substance was obtained directly or pursuant to a valid prescription. Any person who violates this section is guilty of a crime of the fourth degree and subject to charges of violation of the Code of Student Rights, Responsibilities and Conduct.

#### Parent/Guardian Contact

Parents and/or guardians may be contacted when a student violates University alcohol and/or drug policy.

### Policy Statement for Illegal Drugs

Illegal drugs are not permitted on University property, including in the residence halls or in any vehicle on campus. Any student found responsible for violating Article X, Item E of the Code of Student Rights, Responsibilities and Conduct is subject to suspension from the residence halls or the University.

Section E of the Code of Student Rights, Responsibilities and Conduct prohibits, "Enabling of or actual illegal use, possession, illegal distribution, transfer or sale of narcotics, hallucinogenic agents, other controlled or dangerous substances and drug paraphernalia on or off campus." Students found in violation of the aforementioned policy will also be subject to criminal prosecution.

## Smoking Policy

The University is committed to providing a smoke-free environment to protect the health and comfort of members of the University community from the adverse effects of tobacco smoke. This policy shall be implemented by the following:

A. There shall be no smoking within any building or facility owned or operated by the University.

B. Smoking is not permitted in the residence halls.

C. While all other buildings and facilities on University property are smoke-free, it should be particularly noted, there is no smoking in conference rooms, classrooms, laboratories or lecture halls or in auditoriums (except smoking may be permitted as part of a theatrical performance); offices; libraries and bookstores; health facilities; cafeterias and food and beverage service areas; storage or warehouse areas, and anywhere hazardous substances are found; lavatories; University-operated motor vehicles; elevators, corridors, lobbies, entries or stairways; or gymnasiums, stadiums and other sports or recreational areas.

D. Enforcement: Initial responsibility for enforcement of these regulations lies with the supervisor of the individual charged with a violation. Department heads and office supervisors should receive complaints pertaining to faculty and staff and pursue them to resolution or, if resolution cannot be achieved, refer them in writing to their supervisors. Complaints about students should be directed initially to the dean of students or to the person that office designates to handle residence hall matters. In appropriate circumstances, complaints should be referred to the campus Department of Public Safety. The dean of students may determine and promulgate further policies and procedures on smoking in the residence halls.

E. Lease or License of University Facility: These rules shall be incorporated in the room reservations policy and procedure and other methods of granting permission for individuals and groups to use University space or facilities. The person or organization granted such use shall acknowledge his, her or its responsibility to enforce this policy and the rules thereunder. Exceptions may be made only in writing by the campus provost on the room reservation or similar form.

F. Fines and Penalties: The state may impose fines as provided by law. A smoker found in violation of this policy shall be required to reimburse the University for any consequent fine imposed upon it under the New Jersey

Smoking Act (N.J.S. 26:3D-15 et, seq., as may be amended, the “Act”) and for the University’s other costs of defense of or compliance with any matter related to the Act or this policy. In addition, an employee or a student who violates this policy can be reprimanded or disciplined. This discipline also may include a fine of up to \$250.00 for each violation of this policy. Employees and students are responsible for the compliance of their guests (and other invitees) with the Act and this policy. The fine assessed against a guest shall become the responsibility of his or her host or the person or organization authorized to use the University space.

## Guests

Guests and visitors are welcome under appropriate circumstances but could require a special visitor or guest pass, in addition to the appropriate parking pass. Loiterers and unregistered vendors are not permitted and will be required to vacate the campus. The following policy shall apply:

A. FDU students assume full responsibility for the behavior of their on-campus guests at all times. **Guests’ inappropriate behavior may result in disciplinary sanctions against the host.**

B. Disciplinary action also may be taken against students hosting individuals who have been banned from the residence halls or campus.

C. Please refer to the Residence Life section of this handbook for the guest policy in the residence halls.

## Parking

Students must comply with all parking and traffic regulations. Fairleigh Dickinson University community members must have their vehicles registered with the Office of Public Safety. For additional information refer to “Campus Parking and Vehicle Registration” under Campus Safety. All Fairleigh Dickinson University community members are encouraged to respect the parking needs of our neighbors by parking on campus and not on neighboring streets.

## Harassment

Fairleigh Dickinson University seeks to promote an educational environment free from all kinds of harassment and strives to create a climate that embraces racial, ethnic, religious and cultural diversity. Harassment includes discrimination based on sex, sexual orientation, age, disability, race, color, national origin, military status or religion. Fairleigh Dickinson University will not tolerate any form of harassment on any of its campuses and is committed in all areas of operation to a policy of nondiscrimination. Any student found responsible for behavior that denies or takes away from the dignity of another human being will be subject to disciplinary action that could include suspension, dismissal from the University or job termination.

## **Racial Harassment**

Racial harassment involves any action, including “fighting words” written, graphic or physical in nature or an oral statement made in conjunction with the foregoing directed against another person or group of persons because of race, color or national origin. Racial harassment is not only against University policy; it is against New Jersey State Law. Thus, the University will actively assist in the prosecution of violators under the New Jersey Bias Statutes and will uphold and encourage the strongest possible sanctions.

## **Sexual Harassment**

Fairleigh Dickinson University does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature that:

- are aimed at coercing an unwilling person into a sexual relationship; or
- make submission to or rejection of such conduct the basis for employment or academic decisions affecting the individual; or
- unreasonably interfere with the individual's work or academic performance by creating an intimidating, hostile or offensive environment for work or learning.

Acts of sexual harassment may include, but are not limited to:

- sexual battery;
- requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.;
- verbal harassment or abuse of a sexual content;
- physical contact such as patting, pinching or unnecessary touching;
- subtle pressure for sexual activity; and
- sexist remarks or gestures regarding a person's body, clothing or sexual activities.

## **Reporting Harassment**

If a student believes that he or she is being sexually harassed, he/she is encouraged to seek help.

If the student believes he or she has experienced harassment by another student, the student should contact the Dean of Students Office or public safety.

If a student believes he or she is being harassed by a faculty or staff member, the incident should be reported to the harassment investigating officer with the Office of Human Resources or the designated intake officer. The list of designated intake officers is located on the dean of students' bulletin board. If the student does decide to pursue the matter, he/she may

follow either an informal or a formal procedure. The informal procedure helps the complainant to communicate effectively with the harasser. The formal procedure deals with the harassment that persists in spite of efforts to resolve the problem.

If a student believes that he or she has experienced harassment, other than sexual, by a University faculty or a member of the staff, the student should register a complaint with the harassment investigating officer in the Office of Human Resources. At that time the harassment investigating officer will implement the following process if the reported complaint is deemed to have merit:

A. The harassment complaint may be resolved within a reasonable period through an informal mediation process, which seeks to negotiate a resolution.

B. The harassment complaint may be resolved through the formal process. The student may select this option following or in place of the informal process within 15 days of the termination of the informal process. To initiate the formal process, the student must complete the FDU Discrimination Complaint Form.

For information call the Office of Human Resources, (201) 692-2702, and/or the Dean of Students Office, (201) 692-2190.

## **Nondiscrimination Policy**

No person acting within the scope of his or her authority and responsibility at Fairleigh Dickinson University shall discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, handicap, military status or age.

## **Firearms**

Weapons, firearms and fireworks are not permitted on campus except when specifically *approved*.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the students' education records within 45 days of the day the University receives a request for access. Students should submit to the campus director of enrollment services written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the students' education records that students believe are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

As described in the Code of Federal Regulations, the University may release so-called "directory information" without prior consent of the student or his or her family. Directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. To limit release of directory information, students must personally file the appropriate form with the Office of Enrollment Services within the first week of the student's attendance in the academic year.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Recent amendments to FERPA permit the University to notify a student's parent(s) or guardian(s) of violations of the University alcohol and controlled substance policy if the student is less than 21 years of age and has been found responsible for such a code of conduct violation. The University also may release the results of University disciplinary proceedings in which a student is found to have violated the University's policies related to violence or nonforcible sex offenses.

A student who requests a letter of recommendation or other reference is deemed to consent to the faculty or staff member's inclusion of or reference to the student's grades in the course or program in which the faculty or staff member taught the student or to the student's overall average.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

## Health Insurance

In January 1989, a New Jersey Senate bill (S-2981) was signed into law requiring all full-time students to present evidence that they are maintaining basic hospitalization insurance. It is the policy of the University to require all full-time and part-time matriculated undergraduate and graduate students to be covered by the University Student Health Insurance, a sickness and major medical expense plan.

If a student can show proof of United States private health insurance, the University insurance may be waived. If the health insurance is not waived by the appropriate time, the student will be enrolled in the sickness and major medical plan provided by the University. International students must be covered by the University Student Health Insurance.

A full description of coverage and premium rates is made available to students in the first tuition package mailed by the University before the fall semester. Enrollment forms for additional coverage are attached to the insurance program description brochures mailed to the student each semester.

All students, including part-time students who have not waived the sickness and major medical benefits, may purchase coverage for their spouses and unmarried children under 19 years of age.

Insurance identification cards must be obtained from student health services. Additional coverage brochures and claim forms are available at student health services. Insurance coordinators able to respond to student inquiries are identified on the back of each coverage brochure.

## Emergency Loans

Limited emergency loan money is available to all full-time undergraduate and graduate students registered at Fairleigh Dickinson University, Metropolitan Campus. Students who need to take care of immediate situations (e.g., prescriptions, emergency travel home, books, etc.) may receive loans for a maximum of \$50.00. Money borrowed must be paid back in cash to the Office of Student Life within a 30-day period.

To obtain an emergency loan, students must:

1. Complete the *Emergency Student Loan Application Form* available from the Offices of Student Life and Dean of Students.

2. Meet with the dean of students or his/her designee to request approval of the loan.
3. Present the approved form and a valid FDU ID to the Office of Student Life between the hours of 9 a.m. and noon, Monday through Friday, with the loan form to receive a check.
4. At the time of issuance of the loan, a hold will be placed on the student's records/registration. The student will not be able to add/drop classes, register, receive transcripts, etc., until repayment of the loan is made on or before the specified due date.
5. When repayment of the loan is made on or before the specified due date, the Office of Enrollment Services will be notified in writing to remove all holds. A copy of the letter will be provided to the student.

Disciplinary action may be taken in accord with the Code of Student Rights, Responsibilities and Conduct when payment is past due, and no future loans will be given to the student.

## Organization-Member Initiation and Affiliation (Hazing)

Organization-member initiation and affiliation activities should be supportive of the goals and mission of the student organization and should foster the academic and personal development of incoming and existing members. Such activities must comply with all University policies and regulations. Hazing is dangerous, unnecessary and contrary to the educational mission of the University.

Fairleigh Dickinson University adheres to state, local and federal guidelines and laws in all matters. It has adopted a stance on hazing that is consistent with state prohibitions on hazing activities. Hazing is defined as:

1. **Any action or situation that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property** for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or registered as an organization by, Fairleigh Dickinson University.
2. Such actions and situations include but are not limited to: **padding in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside the confines of the University, publicly wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games, activities and performances, lineups and marches; late work sessions that interfere with scholastic activities, any forced consumption of alcohol or drugs and any other activities that are not consistent with ritual or policy or the regulations and policies of Fairleigh Dickinson University.**

If a student or organization is involved in a hazing incident, the parties involved will be referred to the University judicial process. Appropriate action will be taken.

## **Policy for Activities and Behavior of Religious Groups on Campus**

Fairleigh Dickinson University, a private, nonsectarian institution, supports spiritual wellness and, in doing so, affirms the rights of the campus community to practice religion as a matter of individual conscience and choice without coercion. In so doing, the University seeks to accommodate the pluralistic nature of religious practices among members of the campus community. The University reserves the right to regulate the time, place and manner of any activity on its premises or under its auspices and to enforce its rules on individuals and organizations.

When a religious group seeks to organize on campus, its student members must first meet with the director of the Office of Campus Ministry. Once the director has given approval, the organization can register for recognition by the Office of Student Life and the Student Government Association in accordance with policies and procedures outlined. Every group must submit a constitution and bylaws stating the requirements for membership and the general purpose and goal of the organization. An adviser from the campus community (faculty, staff or administration) must be selected by the group. In addition, new organizations should describe how their mission and purpose will contribute positively to the campus community.

All student organizations are subject to University regulations, policies and guidelines as outlined in this handbook and planner and the FDU Student Organizations Handbook available in the Office of Student Life. Please refer to General University Regulations Governing All Clubs and Organizations.

## **Posting of Publicity**

**Posters and other forms of advertising on the campus must conform to campus regulations available at the Office of Student Life and must be stamped before posting. The University reserves the right to refuse requests for posting of information by non-University related organizations, private individuals, groups, etc.**

1. All FDU-recognized student clubs and organizations must have programs and events approved by the Office of Student Life before distributing related publicity.
2. All posters, flyers, banners, etc. must be approved and stamped by the Office of Student Life before posting.
3. Posting is permitted on bulletin boards only. Any bulletin board not designated as an official University or departmental bulletin board may be used to post flyers.

4. Posting is not permitted on windows, doors, glass, vehicle windshields, trees or painted walls. Materials posted in these areas will be removed. Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or fines.
5. The Office of Student Life will approve up to 30 copies for posting. No more than one flyer may be posted per bulletin board. Flyers and other advertisements must be removed by the sponsoring organization immediately after the event has taken place.
6. Flyers may be posted for a maximum of three weeks or until the date of the event (whichever comes first).
7. Residence hall events only may be posted with the approval of the director of residence life for flyers in the residence halls or the director of student life.
8. All information on any flyer must be written clearly.
9. If a flyer is to be written in a language other than English, the flyer must include the English translation.
10. There will be no posting of alcohol-related or drug-related events, obscenities, slanderous materials or material containing racist or sexist statements. This would include, but not be limited to, advertisements that show/promote nudity, violence, racism, sexism, alcohol, drugs, firearms or other items not deemed appropriate. Profanity or vulgarity is not permitted on advertisements.
11. There will be no posting of notices or flyers that support or endorse external candidates for political office or political statements. FDU is a private university and not a public forum for others to propagate their views.
12. Banners may be posted in the Student Union Building and Alumni Hall with prior approval from the Office of Student Life. Banners may be posted for a maximum of seven days. Unless otherwise approved by the director of student life, banners may not exceed 36" x 36" due to space limitations.
13. Recognized student organizations may insert flyers in the student mailboxes in the Student Union Building and in Northpointe residence hall upon approval from the Office of Student Life.
14. There will be separate bulletin board space for different categories of advertisements including:
  - On-campus Events
    - Greek Life
    - Multicultural Programs
    - Clubs and Organizations
  - Off-campus Events
    - For Sale/Items Wanted
    - Off-campus Housing
    - Jobs

Items posted on inappropriate boards will be removed.

15. Use of any bulletin board or authorized space in the Student Union Building or on campus does not constitute an endorsement or guarantee of any product, service or information by the Office of Student Life or Fairleigh Dickinson University.

16. Activities sponsored by FDU-recognized student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, e-mail and/or Web sites.

Students, organizations, departments or individuals in violation of any of the preceding regulations are subject to fines and even disciplinary action. Outside organizations in violation of these policies will not be permitted to post any information or use University facilities, and criminal charges may be pursued.

## **Computing Services Acceptable Use Policy**

The University computing resources support the instructional, research and administrative activities of the University. Users of computing facilities may have access to University resources, sensitive data and external networks. Consequently, it is imperative for all users to behave in a responsible, ethical and legal manner. Students are responsible for complying with relevant acceptable use policies. The Fairleigh Dickinson University Acceptable Use Policy and the Residential Network Acceptable Use Policy may be obtained from computing services. Failure to comply with these policies may result in charges of violation of the Code of Student Rights, Responsibilities and Conduct and possible state or federal action. For complete detailed policy refer to the Information Systems and Technology Web page — <http://isweb.fdu.edu/policies/index.html>.

## **Local Community**

The township of Teaneck and the city of Hackensack are resources to the campus community. Our neighbors offer students a variety of cultural activities, off-campus housing, employment and convenient shopping areas. Friendly, constructive town relationships contribute to students' overall education. The University works cooperatively with the surrounding communities. Violation of town laws could subject a student to campus action.