

Policies and Procedures



University Policies and Procedures

Student Regulations

The University reserves the right in its sole judgment to make changes of any nature in the University's academic program, courses, schedule or calendar whenever in its sole judgment it is deemed desirable to do so. The University also reserves the right to shift colleges, schools, institutes, programs, departments or courses from one to another of its campuses. The foregoing changes may include, without limitation, the elimination of colleges, schools, institutes, programs, departments or courses; the modification of the content of any of the foregoing; the rescheduling of classes, with or without extending the announced academic term; and the cancellation of scheduled classes or other academic activities. If such changes are deemed desirable, the University may require or afford alternatives for scheduled classes or other academic activities and will give adequate notification of any change such as is reasonably practical under the circumstances.

Students who accept enrollment at the University must abide by the rules and regulations promulgated from time to time by the University including, but not limited to, those rules and regulations in the *Undergraduate Studies Bulletin* and the *Graduate Studies Bulletin*. Students are expected to live up to the highest standards of academic integrity. Fairleigh Dickinson University will not tolerate academic dishonesty in any form. Students also should conduct themselves with decorum and responsibility and comply with the requirements of the applicable Code of Student Rights, Responsibilities and Conduct as stated in this *Student Handbook*, available from the Dean of Students Office and on the FDU website (www.fdu.edu). The University reserves the right to dismiss or suspend students who fail to comply with the foregoing.

The University may suspend classes if they cannot be held for reasons beyond its reasonable control, such as fire, destruction of buildings, civil disturbances, work stoppage, labor dispute, strike, lock out (and whether or not in any of the last four cases it is within the University's power to concede to or meet the demands of its faculty or other employees), wars or governmental actions. If such suspension lasts for an extended period of time and the University does not schedule appropriate make-up classes, a partial refund of tuition will be made as the University deems appropriate under the circumstances. Payment of tuition or attendance at any classes shall constitute a student's acceptance of the University's rights as set forth in this and the two preceding paragraphs.

Drugs

Narcotics, hallucinogens and other illegal drugs are not permitted on University property, including the residence halls. Use of drugs in any vehicle on campus is likewise prohibited. Infractions are subject to University discipline in the form of disciplinary probation, suspension or dismissal.

Those students found guilty by civil courts of illegal use may be dismissed by the Dean of Students Office and may not be permitted to reregister without special approval.

Guidelines for Social Events

1. If an organization is planning an event, the student responsible must begin the event-clearance process by reserving the location and confirming the date with the University adviser. Once these steps are taken, the student must complete an event-clearance form **at least two weeks** in advance of the event. The organization member completing the event clearance must attend the event with the FDU adviser from start to finish. Events requiring contract review must be submitted a minimum of one month in advance.
2. The Events Clearance/Reservation Form must be filled out with all necessary signatures obtained and then returned to the Office of Campus/Student Life **no later than three working days** after the date of completion. Failure to return the form in the allotted time frame will result in cancellation of the event.
3. If the organization cancels the event, **48 hours advance notice** must be given to the Offices of Campus/Student Life, Public Safety, Campus Facilities and Campus Adviser.
4. **Student and Sponsoring Organization Responsibility:** Organization Verification: The organization is responsible for abiding by all University policies and local state and federal laws with regard to events that take place at the Fairleigh Dickinson University. The organization's students will also ensure that:
 - a. Alcohol is not present at the event.
 - b. The organization adviser (a University employee) will be present at the event and will make a fire-exit location announcement at the beginning of the event.
 - c. Beverage containers and/or oversized bags (i.e., backpacks) are not permitted at the event.
 - d. Drinking or carrying an open container of an alcoholic beverage outside of the area allocated for a social event will be prohibited.
 - e. Automobiles will not be parked on grass.
 - f. The event will end no later than the permissible time mentioned previously on the Event Clearance Form.

g. All attendees must show ID and sign in no later than 5 p.m. on the day of the event. Guests (no more than two per current FDU student) must provide identification (driver's license and host student's current and valid school ID). When the host leaves the premises so must the guest(s). If entertainment brings guests, a list must be submitted 24 hours in advance with no more than five names. Each guest must still possess appropriate identification.

h. On-campus advertising will be approved by the Office of Campus/Student Life and can only be posted in designated areas on campus and must include a logo and disability statement. A completed copy of this form must be brought to the Office of Campus/Student Life when seeking approval of advertising.

i. Off-campus advertising will not be posted unless approved by the Office of Campus/Student Life.

j. University property will be left in the condition it was found prior to the event (clean up and remove garbage).

k. No advertising, publicity or ticket sales for the event will occur until the event is officially approved.

Public safety officers for two events per semester and no more than four officers per event will be provided to events. Costs for additional events or officers will be the club's responsibility. The Public Safety Request Form must be completed. The Metropolitan Campus has no maximum or minimum stated for Public Safety Coverage.

Beyond the two events per semester, the payment of public safety officer(s) is the responsibility of the club/organization. On the Metropolitan Campus the organization is billed every time. The club or organization will be billed for the officer(s). If an organization cancels the event, the department of public safety must be notified 48 hours in advance; otherwise, the club/organization will be responsible for the cost of the assigned officer(s).

New Jersey State Laws

1. It is unlawful for a person under the legal drinking age of 21 to consume alcohol or to have it in his or her possession.
2. It is unlawful to purchase alcohol for, sell alcohol or give alcohol to a person under the legal drinking age.
3. New Jersey state law prohibits the consumption of alcohol in public areas.
4. The sale of alcohol is prohibited without a state permit. This includes passing the hat and/or charging a cover.

Guidelines/Responsibilities for Social Events with Alcohol — Florham Campus ONLY

The University encourages and supports students who abstain from the use of alcoholic beverages. However, it acknowledges the social environment and that the law establishes a minimum age of 21 for the use of alcohol. Students under 21 years of age are not permitted to possess or consume alcoholic beverages on campus. Those students who may legally do so are permitted to consume alcoholic beverages in specifically designated areas only.

The Florham Campus Alcohol Policy was developed in an effort to allow Florham Campus students who are 21 years old and older to have social gatherings in designated campus

areas, on specific nights with alcohol. Hosts and participants are reminded of their responsibility to comply with FDU community standards and New Jersey state law.

The Dean of Students Office must approve events sponsored by a University department or non-University source where alcohol may be present and where students under the age of 21 may be in attendance. Individuals who live in the residence halls and are 21 years of age and older may also sponsor events in designated campus areas beyond the residence hall complex, and must be approved by the Dean of Students Office.

Student clubs and organizations, including fraternal organizations in good standing, may sponsor an event with alcohol and must be approved by the Office of Campus Life.

The serving, possession and consumption of alcoholic beverage(s) during approved and registered events are subject to all applicable federal, state and local laws and ordinances, to the general and special regulations of the sponsoring organizations to the use of particular facilities as determined by the individuals responsible for the facility. Sponsoring clubs, organizations, individuals, departments and non-University sources are also responsible for adhering to the following guidelines and responsibilities:

a. Clubs and student organizations registered in the Office of Campus Life and in good standing may sponsor an event with alcohol and must be approved by the Office of Campus Life. The Dean of Students Office must approve any event sponsored by a campus department or individuals.

b. Beer and wine are the only alcoholic beverages that can be served and/or purchased by student clubs and organizations during the event. Nonalcoholic beverages (other than water) must be provided throughout the event along with soft drinks and food (e.g., hot dogs). An amount of food consistent with the number of persons attending the event must also be provided. For social events that take place in the Bottle Hill Pub, it is the responsibility of the Office of Campus Life to purchase the alcohol to be served at the event because it is a licensed establishment. Drink and food prices will be determined by the Office of Campus Life and will be posted during each event.

c. Events with alcohol may be held during the hours of 5 p.m. and 1 a.m. in a maximum of a four-hour block. Only one event per night may have alcohol. No alcoholic beverages may be furnished to a visibly intoxicated person, and provisions must be made for the safety of such individuals.

d. It is the responsibility of the organization, club, department and individuals to complete an Event Clearance Form and any other paperwork, which can be picked up at the Office of Campus Life. The date must be reserved at least two weeks in advance. The Office of Campus Life approves club and organization social events. The dean of students is responsible for the approval of events for individuals and departments. Non-University sources must have social events approved by the Office of Facilities and Conferences and adhere to the guidelines/responsibilities for social events with alcohol.

e. Any flyers or posters to be hung on campus must accompany the Event Clearance Form. The Office of Campus Life must approve advertisement for an event, prior to posting. The main attraction in the advertisement should focus on the event and not alcohol.

f. No off-campus advertising is allowed.

g. The department of public safety ultimately regulates the number of officers needed per event. Generally, it is required that two public safety officers be present at each event along with the organization's adviser, who must be there for the entire event. If other officers are needed, it is the sponsoring organization's, club's, department's or individual's financial responsibility and payment must then be made in full to the Dean of Students Office no later than 24 hours before the event.

h. Maximum occupancy for the room where the event will take place is determined by the municipal fire department and will be made available to the campus community by the campus department of public safety.

i. Advisers of clubs or organizations must be present at each event. The adviser(s)' responsibilities at events with alcohol include:

- To be in attendance during the entire event.
- To assist the organization, club, individuals or department in having a successful event.
- To introduce himself/herself to the public safety officers on duty for the event.
- To circulate in the room during the event to ensure there are no unauthorized alcohol or containers in the event, no one is smoking and that the environment is safe.
- To report concerns to the organization, club, department and individual chairperson responsible for the event and work with the organization, club, group or department to solve the problem, preferably in conjunction with public safety officer(s) on duty.

j. No more than two events with alcohol in the Bottle Hill Pub will be permitted per week. Reservations are held on a first-come, first-served basis for alcohol or non-alcohol events. There is no limit to the number of nonalcoholic events that may be held in a given week as long as the proper professional student life and possible public safety staffing is available.

k. It is the responsibility of the sponsoring organization to provide a theme and entertainment for all events. Examples of entertainment could be a DJ, band, comedian, etc., as the sole purpose of the event is not alcohol.

l. Clubs and organizations, which receive Student Government Association funds, may only sponsor one event per academic year. Furthermore the use of club or organization funds and student fees must not be used for purchasing alcoholic beverages. Unallocated funds can be used to purchase alcohol.

m. Each Florham Campus student must present a valid student ID card to be permitted into the room when alcohol is present. Students must carry their ID cards at social events. An individual may be denied admission to an event if he or she is unable to produce a current ID card. All individuals must sign in for each event.

n. A Florham Campus student may bring no more than two guests to an event. FDU students and guests must sign in at the door no later than 5 p.m. on the day of the event, produce proper identification and leave that identification with the sponsoring organization while the students and guests are in attendance. The Florham Campus student is responsible

for the actions of his/her guest(s). Gaining access to the event does not permit the guest access to other areas of the campus.

• Any participant providing false identification to either a public safety officer, bartender, professional campus life staff member or any other University official at any time during the event will be subject to immediate removal and disciplinary action, including confiscation of false identification.

o. A fee will be determined for use of the Bottle Hill Room. This money will help defray operational expenses and the purchase of alcohol for the event. Any remaining or unused alcohol from the event becomes the property of the facility. Sponsoring clubs, organizations, individuals or departments that use the facility can sell tickets in advance for the event.

p. The sponsoring club, organization, department, non-University source and individuals are ultimately responsible for any damages that may occur during the event. They will be billed accordingly.

q. The Office of Campus Life or Gourmet Dining will be responsible for employing bartenders. Bartenders have the authority to recheck identification at point of sale and/or to refuse service. Public safety officers and professional Office of Campus Life personnel may also recheck IDs or ask people to leave while an event is taking place. No person appearing intoxicated or behaving in an unruly manner will be permitted into the event or may be asked to leave the event. No refund for monies spent will be given.

r. Individuals, clubs, organizations and departments that sponsor events are responsible for ensuring that no shots of any type of alcoholic beverages are available, that drinking games are prohibited and that no punch containing alcohol is present.

s. Drinking or carrying an open container of an alcoholic beverage outside the area allocated for a social event is prohibited.

t. Each club, organization, department, non-University source and individual maintains the responsibility for its/his/her own decisions and actions regarding the use of alcoholic beverages and should be prepared to accept the consequences associated with any violation of institutional policy or federal, state and local laws and ordinances.

u. Reservation of any event is contingent upon the approval of campus life and/or the dean of students.

v. For clubs, organizations, departments or individuals that plan social events in Lenfell Hall, Hennessy Hall (mansion), the Dean of Students Office must approve the use of alcohol where students under the age of 21 may be in attendance. The Event Clearance Form must be picked up and completed in the Office of Campus Life and forwarded to the dean of students.

w. Beverage containers and/or oversized bags (i.e. backpacks) will not be permitted at events.

x. Changes and/or additions to the Guidelines for Social Events may be made at any time during the academic year and circulated to the campus community by appropriate and reasonable means.

y. Any music for outdoor events must be approved by the Dean of Students Office.

Faculty, Staff, Administration and Non-University Sources

Members of the faculty, staff and administration are urged to consider alternatives to the furnishing of alcoholic beverage(s) at sponsored events. In compliance with New Jersey State law and ordinances, the minimum age of 21 is required to consume or possess alcohol. To ensure that the campus community at-large complies with the law, please refer to the Guidelines for Social Events with Alcohol on pages 58–59 when planning events.

Guidelines for Enforcement

The division of student affairs and the department of public safety have joint responsibility for enforcing University/campus policies, rules and regulations concerning the possession and consumption of alcoholic beverages. The rules and regulations as well as guidelines/responsibilities for social events have been developed to comply with New Jersey State law.

The primary means of enforcing the University's/campuses' rules and regulations regarding the possession or consumption of alcoholic beverages will be the Fairleigh Dickinson University, Code of Student Rights, Responsibilities and Conduct. The "Code" provides for disciplinary action when student clubs, organizations, departments and individuals are charged with violating University and/or campus policy.

Please be advised that clubs, organizations, individuals or departments who do not comply or violate this policy, will be subject to disciplinary action that could include the suspension of privileges to use campus facilities for social events.

Computing Services Acceptable Use Policy

The University computing resources support the instructional, research and administrative activities of the University. Users of these 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. Failure to comply with these policies may result in charges of violation of the Code of Student Rights, Responsibilities and Conduct and possible state and federal action.

The Fairleigh Dickinson University Acceptable Use Policy for Computer Usage and the Resident Network Acceptable Use Policy may be obtained from the campus computing services department or from the University information systems website at http://isweb.fdu.edu/policies/oirt_policy.html.

Guests on Campus

Guests and visitors always are welcome, but a special visitor or guest pass is required. Guests and visitors in the residence halls must at all times be escorted by a current resident student and must complete a University guest pass. Passes are available from the Office of Campus Life during normal business hours and on a 24-hour basis from the department of public safety. Guests may stay overnight for no more than three consecutive days and are limited to 10 visits per semester. Loiterers and unregistered vendors are not permitted and will be required to leave the campus.

Federal, State and Municipal Laws

The University prohibits any conduct in violation of United States federal, state, municipal laws and ordinances, and all Canadian and British national local laws for the Vancouver Campus and Wroxtton College. Loiterers and unregistered vendors are not permitted and will be required to vacate the campus.

Firearms

Lethal weapons, firearms and fireworks are not permitted on campus.

Missing Person Policy

The purpose of this policy is to establish procedures for Fairleigh Dickinson University to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the department of public safety 973-443-8888 at the Florham Campus or 201-692-2222 at the Metropolitan Campus, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the University is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the University.

The University will also notify Florham Park, Madison, Hackensack and/or Teaneck police departments after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the University no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure

- Any and all reports of missing students shall be directed to the department of public safety at 973-443-8888 at the Florham Campus or 201-692-2222 at the Metropolitan Campus.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The department of public safety and Office of Residence Life will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification and contact with the dean of students or his/her designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information to be on file with Residence Life.
- In the event the student is under 18 years of age or is not emancipated, the University shall make notification to the custodial parent or guardian immediately.
- If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Florham Park/Madison, N.J. and/or Teaneck, N.J., police departments.
- The Dean of Student's Office shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
- Senior University administration will be notified in accordance with this policy.

Good Samaritan Policy

Fairleigh Dickinson University's community members are expected to act out of concern for themselves and others. The health and safety of our students are of paramount concern, especially when the individual is in need of timely medical assistance. Students must never hesitate to contact authorities when they suspect they, another student or a non-student is in need of urgent medical care:

- Stemming from the abuse or misuse of alcohol or drugs (legal or illegal) or as a result of a physical or sexual abuse
- Because they are concerned that the incident may lead to disciplinary actions for themselves or others. If a student needs medical assistance, she/he or another individual is strongly encouraged to immediately call 911; and, if that student is on or near of the University's campuses, to contact public safety at 973-443-8888 (**Florham Campus**) and/or 201-692-2222 (**Metropolitan Campus**). Metropolitan Campus has an anonymous Public Safety Hotline, which is 201-692-2226.

Under this Good Samaritan Policy, the student(s) who seeks medical assistance for themselves or another experiencing an alcohol-related emergency will not be subject to University disciplinary action. The students will however be required to meet with the dean of students or his/her designee to review the matter and may be further required to complete an educational in-service on alcohol intervention and prevention and/or undergo a professional evaluation through the Counseling Center. Failure to complete these initiatives will submit the student(s) to further disciplinary action.

Students may still be subject to local and state law for their behavior. The policy also does not protect students whose actions are associated with the threat of harm to self or others, damage to University property, violations of the University Hazing Policy, vandalism, theft, physical or sexual assault or other University policy violations.

Incidents involving medical attention or public safety matters are always recorded by the University and incidents arising under this policy will not be exceptions.

This policy is in place to provide help and support for the health of our University students in isolated situations. It does not excuse or protect those who repeatedly violate University policy. Those involved in repeated incidents under the Good Samaritan Policy may be subject to disciplinary action. The University reserves the right to review each incident on a case-by-case basis.

No Smoking Policy

The University has adopted a policy controlling smoking, as required by New Jersey law. 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 rules and regulations, which may be changed from time to time.

For more information on the University's nonsmoking policy please see <http://cms.fdu.edu/files/nosmokingpolicy.pdf>.

Timely Warning Policy

For more details on the University's Timely Warning Policy please visit http://isweb.fdu.edu/policies/FDU_Alert_Use_Policy.html.

Rules and Regulations

A. There shall be no smoking of tobacco products within any building or facility owned or operated by the University, except as provided below.

B. In accordance with New Jersey state law, smoking is prohibited anywhere in campus residence halls. This includes students' rooms as well as public areas, such as stairwells, lounges, lobbies and bathrooms.

C. While all other buildings and facilities on University property are smoke-free, it should be particularly noted that 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 that 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. Designated Smoking Areas

1. The University may designate in gymnasiums, stadiums and auditoriums separate and enclosed spaces for smoking. In recreational areas that are completely outdoors smoking is permitted in an area confined to a 10-foot radius of a University-placed cigarette disposal container.

2. The University may designate a lounge in an office building or an academic building for smoking; and a lounge that is part of a lavatory may be so designated provided there is a lavatory in the building that employees may use where smoking is not allowed.

E. 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 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 Offices of the Deans of Students may promulgate further policies and procedures on smoking in residence halls.

F. 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 can be made only in writing by the Campus Executive on the room reservation or similar form.

G. Fines and Penalties: The state may impose fines as provided by law for violation of the law. A smoker who violates 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 or of 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 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.

Parking

Students must comply with all parking and traffic regulations. Campus Parking and Traffic Regulations may be viewed on the department of public safety's website at <http://view2.fdu.edu/metropolitan-campus/public-safety/parking-and-traffic-regulations/> or <http://view2.fdu.edu/florham-campus/public-safety/parking/parking-and-traffic-regulations/>.

Posting in Public Areas

A. All notices and advertisements posted on University property must be approved prior to posting along with the approved Event Clearance Form. Requests to post notices or advertisements of any kind on University property must be submitted to the Office of Campus Life for approval three business days in advance of the desired posting. On the Metropolitan Campus one week in advance is required. Material which is deemed to be obscene, racist, sexist, libelous or offensive to the diverse campus community will not be approved for posting.

B. Materials to be posted in the residence halls, Student Center and Recreation Center must be submitted to each individual office for distribution three business days in advance of the desired posting. On the Metropolitan Campus one week in advance is required.

C. All postings must include the appropriate campus logo. Postings for events must include the University disability statement.

D. Materials to be posted in academic and administrative office buildings must be placed on designated bulletin boards.

E. The posting of any flyers or notices of any kind on vehicles or unauthorized University property (i.e., trees, walls, windows, glass and doors) and existing campus directional signs is prohibited.

F. Advertisements will be permitted to be posted until the occurrence of the event. Organizations, clubs, departments or individuals are responsible for the removal of postings immediately after the activity or event has taken place. Failure to do so will result in the loss of posting privileges.

G. Students in violation of any of the preceding regulations are subject to disciplinary action.

Students in violation of any of the above regulations are subject to disciplinary action. The townships of Florham Park and Madison 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. Any violation of town laws could subject a student to campus action.

Student Involuntary Leave of Absence Policy

I. Policy Statement

Fairleigh Dickinson University may place a student on an indefinite involuntary leave of absence for reasons of personal or community safety.

II. Purpose

1. The University is committed to protecting its community members from the risk of physical harm and preserving the integrity of its learning environment. Separation of a student from the University and its facilities may be necessary if there is evidence that the student is engaging in or is likely to engage in behavior or has a medical condition that either poses a danger of harm to self or others or disrupts the learning environment of others.

2. This policy is meant to be invoked in circumstances when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary to protect the safety of that student and/or others or the integrity of the University's learning environment. This would include such situations as unresolved, ongoing and serious suicidal threats; self-starvation of a life-threatening nature; psychosis and serious threats of harm to oneself and others; or a medical condition that puts others at risk. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

3. This policy and these procedures do not take the place of disciplinary actions that are in response to violations of the Code of Students Rights, Responsibilities and Conduct, nor do they preclude the removal or dismissal of students from the University or University-owned facilities as a result of violations of other rules, policies or regulations.

III. Definition

Involuntary Student Leave of Absence: Separation of a student from the University and its facilities, as prescribed by the Dean of Students Office.

IV. Procedures

The Dean of Students Office designee may be alerted to a student's behavior from a variety of sources on campus (such as the student's adviser, a University officer, student counseling and psychological services, residence life or student health services). If the Dean of Students Office deems it appropriate, the following procedures will be initiated.

1. The Dean of Students Office designee reserves the right to immediately suspend a student from housing and/or attendance on an interim basis, pending an investigation and subsequent hearing, if the student appears to constitute a threat of harm to himself/herself, others or the University community. The student will be notified in writing if this action is necessary.
2. The Dean of Students Office designee will notify the student that an involuntary leave of absence is under consideration. A student withdrawn on an interim basis will be given an opportunity to appear personally before the Dean of Students Office designee within 48 hours from the effective date of the involuntary leave of absence, in order to discuss the following issues:
 - a. The reliability of the information concerning the student's behavior; and/or
 - b. Whether or not the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly and substantially impeding the lawful activities of other members of the campus community.
3. The Dean of Students Office designee will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. At any point in this process and when appropriate, the Dean of Students Office designee will encourage the student to take a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
4. If the Dean of Students Office designee determines that an involuntary leave of absence may be appropriate, the student will be directed to meet with a designated mental and/or medical health professional within a specified time for an evaluation. The student will be required to sign a release of his/her assessment to the Dean of Students Office. The Dean of Students Office designee will select an appropriate mental health professional to evaluate the student and shall notify the student of the time and place of the evaluation. The cost of the evaluation will be borne by the University.
5. Following this meeting, the Dean of Students Office designee may either continue or cancel the interim involuntary leave of absence. If the leave is cancelled, the procedures described in this policy may still be continued. If the interim leave remains in effect, the next stages of procedure will be followed, and every effort will be made to expedite the process. The interim leave will remain in effect until the Student Involuntary Leave of Absence Committee has rendered its decision.
6. The mental/medical health professional shall submit a written report of the evaluation to the Dean of Students Office and a copy shall be provided to the student. The report may include recommendations to consider such as withdrawal, mandatory treatment, a behavioral contract or a lighter academic load. The recommendations are not binding on the

University or Student Leave of Absence Committee. If the student does not meet with a mental/medical health professional, the dean of students designee will make a decision based on the available information.

7. The dean of students designee will consult with the Student Involuntary Leave of Absence Committee regarding the need for a leave of absence.
8. The Student Involuntary Leave Committee shall consist of the director of student health services, the director of student counseling and psychological services, the director of residence life and the student's faculty/University adviser. The committee will assess, specifically, whether the student engages in or is likely to engage in, behavior that poses a danger of causing harm to self or others or disrupts the learning environment. The committee can choose to meet with the student and interview witnesses. The committee will make a written recommendation to the dean of students designee regarding an involuntary leave of absence. The designee will make the final decision and will provide written notice of this decision to the student.

V. Appeals

1. Appeal to the Dean of Students

Within five business days from delivery of the designee's decision, the student may request, in writing, that the dean of students review the decision. The student shall state in writing the specific points he/she wishes the dean to consider. Within five business days of receiving the appeal, the dean will inform the student of the decision in writing. The dean may 1) affirm the designee's decision, 2) send the matter back to the designee for further consideration, 3) affirm the designee's findings but modify the disposition or 4) reinstate the student. The dean's decision is final, unless the student is withdrawn from the University.

2. Appeal to the Campus Executive

If the dean's decision is that the student should be withdrawn, the student may appeal to the campus executive. The appeal must be submitted in writing, within five business days after delivery of the dean's decision. The campus executive's review will be limited to a determination of whether the proper procedures were followed and whether the decision is supported by any evidence in the record. The campus executive may affirm the decision, reject it or send the matter back to the appropriate level for further consideration. The campus executive will inform the student of the decision in writing within 10 business days.

VI. Conditions of an Involuntary Leave of Absence

1. If an involuntary leave is imposed, the Dean of Students Office designee will inform the student, along with the notice of the decision, as to the steps that must be taken when the student wishes to re-enroll (see Article IX, Re-enrollment).
2. Students who are placed on involuntary leaves of absence must leave campus within the time frame set forth by the Dean of Students or his/her designee.
3. The Dean of Students Office will prescribe conditions of the leave under which the student may visit the campus. These conditions will be contained in the final decision letter given to the student.

4. If an involuntary leave is not imposed, the dean of students designee may, if appropriate, impose other conditions and/or requirements under which the student is allowed to remain at the University.

VII. Notification

The dean of students designee reserves the right to notify a student's parent or guardian if notification is deemed appropriate. The parent or guardian may be asked to make arrangements for the safe removal of the student from the University environment. The Dean of Students Office may contact a parent or guardian if the student poses a threat of harm to himself/herself or others.

VIII. Administrative Matters

1. The transcript of any student who is placed on an Involuntary Leave of Absence shall carry the notation "Leave of Absence."

2. A student who is on a leave of absence may still have financial obligations to the University and should contact enrollment services for information.

3. Credit for courses may only be granted to a student taking a leave of absence as specified in the *Student Handbook*.

IX. Re-enrollment

1. Any student who is on a leave of absence must apply for readmission to the University. A formal request for re-enrollment must be submitted to the Dean of Students Office with a copy sent to Student Counseling and Psychological Services Office. The student's re-enrollment request will be reviewed by the dean of students designee who must approve the re-enrollment.

2. If the student asserts, Student Counseling and Psychological Services Office believes or the dean of students or a designee surmises, that the conduct resulted from a mental or physical condition, the student will be notified in writing of the normal procedures regarding re-enrollment following a leave of absence for medical reasons. In this circumstance, the medical assessment and recommendation would be considered by the dean of students or his/her designee, in consultation with Student Counseling and Psychological Services Office and the director of student health services, in the decision regarding re-enrollment.

X. Responsibilities

The major responsibilities each party or designee has in connection with University policy (letter), Involuntary Student Leave for Reasons of Personal or Community Safety are as follows:

Student

1. Abide by the decision made by the Dean of Students Office designee to take an involuntary student leave of absence.

2. Submit a formal request for re-enrollment to the University after an involuntary student leave of absence.

Dean of Students Office Designee

1. Must consult with designated administrators to formulate a plan for and provisions of a student's involuntary leave of absence.

2. Communicate to the student the outcome of the proceedings and the terms of the leave of absence.

3. Approve or deny requested re-enrollment of a student at any time.

Behavior Intervention Team

Responsible Office: Dean of Students

Effective Date: October 1, 2017

Responsible Official: Dean of Students

Last Revision:(??)

I. Purpose

The Fairleigh Dickinson University Behavioral Intervention Team (BIT) serves as the centralized coordinated body for discussion and action regarding students exhibiting behaviors that indicate distress, cause a disturbance in the community and/or present a danger to oneself or others. Committed to proactive, early intervention, the BIT supports students directly and through consultation with campus partners. When necessary, the BIT also assesses risk of harm to the University community and coordinates appropriate action to ensure the safety of individual students and the University at large.

The BIT process is also designed to provide members of the University community who have concerns regarding student behavior, with an easily accessible avenue to report these concerns. Following a referral or information submission, the BIT will, when appropriate, identify treatment and/or referral recommendation options to the student, toward the ultimate goals of student health, safety, success and retention.

Each New Jersey campus shall have its own BIT.

II. Mission

The mission of the Fairleigh Dickinson University Behavior Intervention Team is to promote student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point.

III. Authority

The BIT has the authority to recommend a range of actions which may include, but are not limited to:

- a. Separation from on-campus housing.
- b. Return to housing under specified condition that the student complies with the recommendations of the Dean of Students, counseling and psychological services or off-campus therapist or other appropriate conditions.
- c. Interim suspension or other temporary separation from the University.
- d. Required leave and/or facilitated voluntary leave of absence.

IV. Team Responsibilities/Goals

- a. To provide support for academic and university departments in dealing with difficult student behavioral situations.
- b. Receive, review and maintain a record of information about concerns regarding student behavior that is potentially harmful and/or disruptive to the University community.
- c. Perform initial assessment of risk and develop a support plan, within existing University policies, to mitigate risk and promote student well-being and success.

d. Intervene early. Provide support and response to students displaying varying levels of disruptive, disturbed or distressed behaviors.

e. Coordinate follow-up. Ensure that services, support and resources are deployed effectively.

f. Coordinate actions: psychological assessment, adjudication of conduct issues, disability services, hospitalization and/or medical leave/withdrawal, as needed.

g. Balance Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and counselor privilege with the University's need-to-know and emergency communication needs.

h. Educate the University community on the Behavior Intervention Team process and how to identify and report student behaviors of concern.

i. Review Behavior Intervention Team procedures and protocols and assess team effectiveness and compliance with University policies.

V. Behavior Intervention Team (BIT) Members

The BIT Leadership Team shall report to the Dean of Students. Working under the Dean of Students, the Leadership Team ensures continuity of services in the event of staff unavailability or turnover.

a. Florham Campus

Florham Campus BIT Leadership Team members include:

- Dean of Students, Chair
- Assistant Dean of Students, Non-clinical Case Manager
- Director of Public Safety,
- Director of Counseling and Psychological Services and
- Director of Disability Support Services.

Representatives of the following offices/departments also contribute regularly as Core Members of the Florham Campus BIT:

- Office of the Campus Executive
- Office of Student Conduct and Conflict Resolution (do we have such a department?? This is in Loyola University Chicago)
- Housing Office
- Wellness Center
- Athletics
- Office of the General Counsel
- Office of Risk Management

b. Metropolitan Campus

Metropolitan Campus BIT Leadership Team members include:

- Dean of Students, Chair
- Assistant Dean of Students,
- Director of Public Safety and
- Director of Student Counseling and Psychological Services.

Representatives of the following offices/departments also contribute regularly as Core Members of the Metropolitan Campus BIT:

- Office of the Campus Executive
- Office of Student Conduct and Conflict Resolution (This is in Loyola University Chicago)
- Residence Life Office
- Student Health Services
- Athletics
- Office of the General Counsel
- Office of Risk Management

VI. BIT Process

BIT is not meant to take the place of standard classroom management techniques utilized by faculty. Implementation of this team does not alter any existing discipline policies. Rather, BIT centralizes the reporting of concerning student behavior, publicizes current policy and encourages early intervention.

BIT will utilize a database where real-time incident information can be submitted by University employees, students or other concerned individuals. Incoming reports will be reviewed daily by the Dean of Students Office. If a situation demands immediate attention overnight or during the week-end, please alert Public Safety by calling 973-443-8888 (Florham Campus) or 201-692-2222 (Metropolitan Campus). The team will follow up with the individual initiating the report to gather additional information where appropriate. Reports should be made when someone observes incidents of concerning, aberrant, dangerous or threatening behavior. Reports can be made via www.fdu.edu/fducares or can be called into Public Safety at 973-443-8888 (Florham Campus) or 201-692-2222 (Metropolitan Campus).

VII. When to make a report/referral to BIT

Is someone you know ...

- Experiencing a decline in work or academic performance?
- Demonstrating disruptive or disturbing behavior?
- Showing dramatic changes in appearance, behavior or weight?
- Having problems at home, with classes or work?
- Making disturbing comments in conversation, email, letters, social media postings or papers?
- Sad, anxious or experiencing dramatic mood shifts?
- Abusing alcohol or drugs?
- Isolating themselves socially?
- Acting paranoid or suspicious?
- Frequently angry or easily frustrated?
- Struggling with health problems?

These behaviors, especially when more than one are present, may be signs that a student, faculty member or staff member is in distress. There are many resources available at FDU to help. Your report to FDU's Behavior Intervention Team can make a difference.

For more detailed information on how, when and where to report a student of concern, please visit our Red Folder page.

VIII. How to Make a Report

Complete the online form www.fdu.edu/fducare

Telephone: Call Public Safety at 973-443-8888 (Florham Campus) or 201-692-2222 (Metropolitan Campus). These numbers are answered 24 hours a day, seven days a week.

a. What does BIT need to know?

- Providing as much information as possible is essential!
- The name and ID number (if known) of the person you are reporting.
- Brief factual description of the incident or behavior.
- Direct quotes whenever possible.
- Where and when the incident or behavior occurred.
- Names and contact information of witnesses.
- Your name, position and complete contact information.

- Include all emails or other information you have.
- Always save voice recordings, text messages and emails on the device that received them.

IX. What Occurs After a BIT Report is Filed?

Once a report has been filed, the Dean of Students Office will receive an automatic notification of the submission via email and text. The office reviews the report and verifies the information. It may modify or update the report as needed to record the most accurate depiction of the student concern. After a review of the report, appropriate outreach will be conducted.

Depending on the information received, the Dean of Students Office may or may not contact the reporter after reviewing the report. However, if a reporter ever has follow-up questions or concerns regarding the status of a referral, the reporter may contact the Dean of Students Office anytime.