

STUDENT HANDBOOK

2023 - 2024

Student Handbook 2023-24

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Welcome from the Dean

Welcome to Franklin from the Office of Student Life!

Staff in the Office of Student Life (OSL) coordinate a network of programs and services focused on supporting students on their paths to success by helping them live healthy, fulfilling lives throughout their time at Franklin. Student Life staff help facilitate students' transition to Franklin through orientation and "Tutte le Strade" first-year experiential programs, co-curricular involvement, recreational sports activities, and cultural and social programming.

Our extensive experience has taught us that student engagement outside the classroom is critical to success in the classroom and life.

Office of Student Life programs and services are designed to help students explore difference through experiential learning opportunities; develop intercultural maturity; cultivate relationships within Franklin and various local communities; explore healthy lifestyle options; and learn to appreciate and exercise their civic responsibility. Our goal is that their out-of-class experiences help students develop a cross-cultural perspective to build careers and lives that transcend boundaries.

We believe your experiences at Franklin and living at the crossroads of Europe will provide some of your fondest memories in life. We wish you success in your co-curricular and academic endeavors and encourage all students to take advantage of the opportunities available at Franklin University Switzerland.

Franklin students are expected to read the student handbook carefully and become familiar with the information to facilitate a successful student experience. Contact a staff member in the [Office of Student Life](#) for support and assistance.

Best regards,



Deborah Knaust, EdD

Dean of Student Life and Engagement

Section I: The Franklin Mission

Mission of Franklin University Switzerland

The mission of Franklin University Switzerland is to provide a cross-cultural and multinational learning and living environment that inspires students to engage the world. We challenge students through a curriculum that integrates the liberal arts with professional pathways, and classroom learning with Academic Travel to destinations around the world. A Franklin education produces critical thinkers who are culturally literate, ethically aware, and intellectually courageous. We prepare students to become responsible, compassionate, and collaborative leaders in an increasingly complex and interconnected world.

Equal Opportunity Statement

Franklin University Switzerland is committed to the principle of equal opportunity and to providing an academic and work environment free from discrimination. The University prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, and other legally protected statuses.

Franklin Value Statements

Franklin strives to imbed these values in our community and institution through education, discussion, research and a pursuit of excellence:

- We strive for academic excellence and global impact.
- We promote intellectual curiosity and cross-cultural learning.
- We encourage immersive and experiential academics.
- We celebrate diversity, equity, and inclusion.
- We aspire to be a supportive community.
- We commit to integrity and transparency.

Section 2: The Office of Student Life

The Office of Student Life is responsible for facilitating student development through intercultural educational experiences, and for coordinating key student services, such as housing, immigration, health and career services, recreational sports, leadership development programs and other co-curricular activities. The Office of Student Life is a central place for students to receive support as they navigate the complex issues of student life.

About the Office of Student Life

We know that student engagement outside the classroom is critical to success in the classroom and in life. Our programs and services are designed to help students achieve their academic goals; engage in experiential learning; develop intercultural maturity; cultivate relationships within Franklin and the surrounding communities; exhibit civic responsibility, and graduate with a stronger sense of cross-cultural perspectives that allows them to build careers that take them beyond national boundaries.

Students should direct inquiries about the following topics to the Office of Student Life located in the McNeely Center and online at

<https://moodle.fus.edu/course/view.php?id=3167>

Section 3: Student Life Policies

Swiss Immigration and Municipality Regulations

In accordance with Swiss law, all Franklin students must be registered with the Swiss authorities to obtain legal status during their studies and stay at Franklin University Switzerland.

This procedure may be different from student to student and depends on one's citizenship; their country of origin; and whether or not the student is new or is returning to continue their studies. The chart below briefly summarizes Swiss regulations, explains Swiss immigration procedures for foreign students, and outlines mandatory registration with one's Swiss municipality mandatory registration. For more detailed information, please refer to <https://moodle.fus.edu/mod/page/view.php?id=92725>.

Immigration and Registration Requirements At-A-Glance

	Swiss Consulate/Embassy Abroad	Canton Ticino Immigration Office	Municipality in Canton Ticino (Sorengo, Lugano, etc.)
New students NON-EU/EFTA	Must <u>apply for a Swiss student visa</u> in their country of origin or residence prior to their arrival at Franklin University Switzerland	Must <u>apply for a Swiss student permit</u> within 14 days of arriving at Franklin University Switzerland	Must <u>register at the municipality of residence</u> within 8 days of arriving at Franklin University Switzerland
New students EU/EFTA	Application for a Swiss student visa is not necessary	Must apply for a <u>Swiss student permit</u> within 14 days of arrival at Franklin University Switzerland	Must register at the <u>municipality of residence</u> within 8 days of arrival at Franklin University Switzerland

Returning students NON-EU/EFTA + EU/EFTA	Application for a Swiss student visa is not necessary. Travel with a valid Swiss student permit (obtained the previous year) is mandatory.	Must <u>renew the Swiss student permit</u> before the expiration date. Any address change must be formally announced within 14 days of the change.	Municipality registration continues if a student does not modify the address. Any address change must be formally announced within 8 days of the change.
Swiss students	Must enter Switzerland with Swiss citizenship (no Swiss student visa necessary)	Must enter Switzerland with Swiss citizenship (no Swiss student permit necessary)	Must register at the municipality of residence in Canton Ticino within 8 days of arriving at Franklin University Switzerland (with the possibility of registering as "temporary stay" or "main domicile")
NON-EU/EFTA + EU/EFTA resident in Switzerland with a family B permit or a C permit (Canton Ticino or another Canton)	Application for a Swiss student visa is not necessary	Students having a valid Swiss family B permit or a C permit can study at Franklin University Switzerland without applying for a Swiss student permit if the documentation related to their permit is provided and approved by the Office of Student Life	Students having a valid Swiss family B permit or a C permit released from another Canton (not Canton Ticino) must be registered as a "temporary stay" at the municipality of residence in Canton Ticino. In order to proceed with the registration, a "certificate of domicile" for a student stay in another municipality is necessary
Commuters	Students who commute to Franklin University Switzerland from across the border in northern Italy must provide proof of residency in Italy. A student's ability to commute will be confirmed by the Office of Student Life.		

Requirements at the Conclusion of One's Study

A student's Swiss student permit cannot be kept open when one concludes their studies at Franklin University Switzerland and must be canceled with the

immigration office of Canton Ticino. This includes permanent or temporary changes in one's student status like graduation, taking a Leave of Absence, withdrawing, not returning for various reasons, being dismissed, suspension, and involuntary withdrawal.

A Swiss student permit is granted only for study at Franklin University Switzerland in Sorengo. If the student is no longer studying, enrolled, or living physically in Switzerland, the Swiss student permit must be canceled. The same applies to one's municipality registration, and the departure of the student must be announced to the relevant municipality.

Swiss students or students possessing a family B permit or C permit must announce their departure to the relevant municipality, if applicable.

Student Life Health Policies

University is a time of change and transition for students. Moving to a new area or country, navigating life in a foreign language environment and culture, establishing a new social network, fulfilling rigorous academic requirements, managing a budget, and being away from family can be exciting and challenging. It can also, however, cause or contribute to health issues, and it is important that students are mindful of how they are affected by these stressors.

Some students may come to Franklin with pre-existing medical or mental health conditions. Others may struggle for the first time during their time as university students. It is important to prioritize one's physical and mental health and to seek help when needed. Some feelings may be a normal reaction to the adjustments and challenges that a student is facing and can often be resolved by speaking with a family member, friend, or mental health professional. Sometimes, it may be a sign of a more persistent or long-term mental illness or be related to a new medical condition. Franklin University Switzerland's Health Services team is committed to helping students through whatever struggles they may be facing by providing confidential support and resources that may help them improve or maintain health.

Prescription Medications in Switzerland

Students who arrive on campus with a non-Swiss prescription for medication should be aware that some medications are only permitted in Switzerland in a limited supply and that they should bring a copy of the prescription with them. If a copy of the prescription is not available, the medication should have a proper label that lists the name of the student, their date of birth, and the instructions for its use. Please note that some medications are not available in Switzerland, and some students may need to use a Swiss equivalent of certain medications. The Coordinator of Health and Wellness (medicalservices@fus.edu) or University

Counselor (counselor@fus.edu) can help make an appointment with a local practitioner who can help find a solution.

The Coordinator of Health and Wellness or University Counselor may be able to assist in storing and distributing certain medications, such as injections that require refrigeration. This arrangement will be made in collaboration with the student and their physician on a case-by-case basis. Other staff in the Office of Student Life and Resident Assistants are not permitted to distribute medications on their behalf, so it is important that students follow the Coordinator or University Counselor's instructions carefully.

It is important to note that a foreign prescription will not be recognized in a Swiss pharmacy, and students will need to set an appointment with a doctor in Switzerland to receive a Swiss prescription for their medication or a similar or equivalent alternative. The Coordinator of Health and Wellness or the University Counselor can make an appointment with local health professionals so a practitioner can make a new assessment of the individual's needs. Unused or expired medications should be taken to a local pharmacy for appropriate disposal.

Please contact medicalservices@fus.edu or counselor@fus.edu if you have questions or want to notify us of a new or existing prescription. We are here to help you stay healthy and help keep you safe.

Prescription Medication Policy

Students may only be in possession of prescription medications that are specifically and formally prescribed to them individually. In the event a student possesses or takes a prescription medication that is not prescribed to them, they will be charged according to the Drug Use violation in the Code of Conduct (item 3a). Students who give or sell prescription medications to others will also be subject to disciplinary action according to the Code of Conduct.

In the event that Office of Student Life staff come into possession of a prescription medication that is not labeled or has no documentation or name, it will be taken to a local pharmacy to be destroyed. Misused medications or medications discovered without a valid prescription for the student will be required to be locked in the Office of Student Life. After 15 days, medications without a valid prescription will be discarded at a local pharmacy.

In the event that the Coordinator of Health and Wellness or University Counselor must confiscate medication because they have deemed the student to be a threat to themselves or others, they will log the quantity and information so that it can be released back to the student or a family member and signed out in the same state it entered their possession. Another staff member will be a part of this process as a witness.

Students bringing in certain medications, like some psychotropic medications or controlled substances, may be required by the Office of Student Life to report the presence of such medication. For more details, please visit <https://moodle.fus.edu/mod/page/view.php?id=161623> for information about controlled substances as they are defined by the United States Department of Justice or contact the Coordinator of Health and Wellness or University Counselor. Depending on the circumstances, the Coordinator of Health and Wellness or University Counselor might require that it be locked in a secure space or refrigerator in one of their offices. Students prescribed these medications are required to monitor their laboratory bloodwork at least annually and confirm the efficacy of the medication with their physician.

EpiPen Response

The Office of Student Life strongly urges individuals to whom an EpiPen has been administered – either by themselves or by another person – to go to a hospital to be seen by a medical practitioner within 30 minutes of the injection. Please note that Resident Assistants have been trained to call for help in the event they administer an EpiPen to a student or are informed of a student having recently been injected with an EpiPen. If the student involved would prefer that the RA not call an ambulance or walk with them to the nearest clinic, the RA will call a staff member in the Office of Student Life for further instructions.

Emergency Instructions from Staff

In the event of a health-related emergency, students must comply with the instructions of Resident Assistants and Office of Student Life Staff, even if they are not the individual experiencing the emergency. For example, when the Coordinator of Health and Wellness or the University Counselor are involved in a situation, students should perceive the situation to be elevated and are required to follow their instructions. Failure to comply with the instructions of the Coordinator of Health and Wellness or the University Counselor in an emergency may result in a Class 2 non-compliance Code of Conduct violation.

Confidentiality

Franklin University Switzerland's Health Services staff members are required to maintain confidentiality when meeting privately with students about their health concerns. They cannot discuss a student's health status with others, including family members, without a student's express consent. At times, information may be shared with other staff members in the event it is necessary for the staff member to support the student or community as a part of that staff member's specific job. Please note, however, that information is shared only when absolutely

necessary and that staff in the Office of Student Life make every effort to protect students' information and maintain confidentiality.

Confidentiality is automatically waived if a student is deemed to be a threat to themselves or others. In this case, staff members must act quickly to keep the student and members of our community safe. Information on a student's medical history form and information on a student's academic travel form can be considered institutional knowledge and can be shared on a need-to-know basis with instructors or other staff members to help keep a student safe and healthy.

Local Mental Health and Emergency Services

Franklin University Switzerland provides an updated list of English-speaking mental health professionals (psychiatrists, psychotherapists, and psychologists). This is available on Moodle in the [section maintained by the Office of Student Life](#). If a student has an emergency situation that requires hospitalization, there are several hospitals in Lugano that offer immediate emergency care. These hospitals do not, however, have inpatient psychiatric units. If the practitioners at a hospital deem that a student needs hospitalization in a psychiatric unit, they may transfer the student to a local psychiatric hospital depending on the available space and treatment necessary. Franklin University Switzerland staff will work with the student and their instructors to coordinate the best academic solution for a hospitalized student.

Medical Excuses and “Sick Notes”

The Coordinator of Health and Wellness and University Counselor can inform a student's faculty members about their health situation if the student requests it, but this is not an excusal from class or one's assignments. A faculty member will determine the appropriate response based on their own policy and those determined by the Registrar and Academic Affairs. A student can also ask a physician for a note to show to their instructors, but their instructors will determine the appropriate next steps.

The Office of Student Life will notify the Registrar in the event a student is admitted to the hospital for a period of time that may impact their attendance or ability to complete course requirements. The specific circumstances of the student's hospitalization will remain private unless the student requests that it be disclosed.

Medical Leave of Absence

Some students may find that their health struggles are too overwhelming or serious to continue their studies at Franklin. A student may need to take a medical leave of absence to focus on their health before resuming their studies. The student should communicate with each of their instructors and the Registrar to see if they are

eligible to take incomplete grades in their courses. If a student is not eligible to take an incomplete, they may need to withdraw from some or all of their classes. Students who need a medical leave of absence may be asked to sign an agreement outlining conditions for readmittance to Franklin. These typically include a letter from a treating health professional indicating that the student is stable and able to focus on their academics and to safely live in campus housing. Students may also be asked to commit to receiving ongoing medical treatment or mental health therapy either with a medical doctor, the University Counselor, or a counselor of their choice.

In the event that a student is required to withdraw by the University, the Office of Student Life will address it according to the Involuntary Withdrawal Policy outlined in the Student Handbook.

Appointments with the Coordinator of Health and Wellness and University Counselor

Health Services staff members provide important support to Franklin students, and their work is often time-sensitive. When students miss appointments or cancel them at the last minute, it makes it more difficult for these services to be provided effectively to assist other students. Additionally, as their work often requires collaboration with partners outside of Franklin, changes in Health Services staff members' schedules impact our off-campus partners' ability to provide service to others in the community who need it. It is good practice and good manners to notify someone as far in advance as possible when one is unable to make an appointment or fulfill an obligation.

Appointments with Health Services staff must be cancelled via e-mail at least one full business day in advance of the appointment during normal business hours (between 09:00 and 17:00). If a student would like to cancel an appointment scheduled for a Monday, the appointment must be cancelled via email by Friday to ensure the time is available for staff to support other students. We understand that things sometimes happen and that students may occasionally miss or forget about appointments. Repeatedly missing meetings with the Coordinator of Health and Wellness or the University Counselor may result in judicial referral for violation of the non-compliance policy.

Each student may meet with the University Counselor for a certain number of complimentary appointments during her regularly scheduled office hours, as announced at the start of each year. After a student completes the allotted number of appointments, their insurance company is billed for each subsequent appointment. Please note that a missed appointment that is not cancelled in writing at least one business day in advance is considered a completed appointment. It

shall count against a student's complimentary allotment or is charged to the student's insurance company.

Appointments with Off-Campus Clinicians

Office of Student Life staff often make appointments for students upon request with off-campus health care providers. Please note that when OSL staff members make appointments they are required to inform the Coordinator of Health and Wellness (for medical appointments) or the University Counselor (for psychological or psychiatric appointments).

When students miss appointments that Franklin staff have made for them, it impacts the clinicians and their work and most importantly, the ability of other people to get timely, effective health care. Additionally, when students miss appointments with clinicians, it impacts the relationship between Franklin and the clinician, and may jeopardize the future availability of that practitioner for other Franklin students. Collaborative relationships with doctors, clinicians, psychologists, psychiatrists, and other specialists are built by Health Services staff over time and are carefully cultivated. When students mistreat clinicians and disrespect their time, those relationships are damaged and must be rebuilt in order for the provider to be willing to work with Franklin students in the future.

If a student must cancel an appointment made by a Franklin staff member, they must cancel or reschedule directly with the clinician at least 24 hours in advance to avoid being charged by the clinician for the missed appointment. Repeatedly missing off-campus appointments with practitioners arranged by Office of Student Life staff may result in judicial referral as a violation of the non-compliance policy.

Please note that health practitioners may also charge patients for each missed appointment. The amount charged for missed appointments varies from practitioner to practitioner. These charges are separate from fines incurred for missing or failing to properly cancel an appointment made by a Franklin staff member or RA. Health insurance companies do not reimburse policyholders for fees related to missed appointments.

Health Insurance

Health insurance is mandatory in Switzerland, and students are required to follow the instructions of the Coordinator – Student Health Insurance and Administrative Services as they relate to their individual insurance arrangements. The Office of Student Life strongly recommends that students notify the Coordinator – Student Health Insurance and Administrative Services when they have doctor visits, as medical bills are sent to Franklin, and medical offices sometimes call to confirm insurance information.

Students who are enrolled in one of the two Franklin-arranged SWICA policies should review the information at

<https://moodle.fus.edu/mod/page/view.php?id=92691>

before going to an appointment with a doctor or other medical practitioner.

It is especially important that students have their health insurance cards with them during Academic Travel, but the Office of Student Life recommends students keep their cards on their person at all times. The Office of Student Life also recommends that students take a photo of their insurance card in order to have the number handy in case of a medical emergency and/or lost card. The Coordinator – Student Health Insurance and Administrative Services should be notified immediately in the event a health insurance card is lost or damaged.

When visiting a doctor or other medical practitioner, a student enrolled in one of the two Franklin-arranged SWICA policies should present their SWICA card at the receptionist or person at the admission area of the office. The student should have their bill sent to the address below for proper processing in order to avoid problems with Swiss debt collectors and unpaid medical bills.

Student's Full Name
C/O Franklin University Switzerland
Attention: Elena Veri-Sartori, OSL
Via Ponte Tresa 29
6924 Sorengo

Health Insurance Card Policy

The insurance cards of students enrolled in one of the two Franklin-arranged SWICA policies are sent to the Office of Student Life. Students will be notified via email when their cards are available for retrieval. When a student receives the email notification, they are required to sign out and pick up their insurance card within one week. In the event a student does not retrieve their SWICA card, properly handle their insurance card (regardless of whether or not they are enrolled in SWICA through Franklin), or follow the instructions of the Coordinator – Student Health Insurance and Administrative Services, they will be referred judicially according to the compliance-related policies (Class 1 or 2) in the Code of Conduct.

Involuntary Withdrawal Policy

Franklin University Switzerland is committed to the well-being and safety of its community members and the integrity of its learning environment. The University may seek the involuntary withdrawal of a student if there is sufficient evidence that the student is engaging in or is likely to engage in behaviors that present a danger

of substantial harm to self or others, or seriously disrupts the learning environment and/or activities of the campus community.

Please note that, although many people speak English in Switzerland, English is not an official Swiss language, and finding medical and psychiatric specialists who speak fluent English can be difficult. For this reason, Franklin University Switzerland reserves the right to take necessary steps, which may include involuntary withdrawal to address an immediate safety or health concern.

These steps may be taken after careful assessment of the student's physical and mental well-being by trained professionals and conversations with the student in a non-discriminatory manner. An involuntary withdrawal is used as a last resort in order to help our students get the qualified medical and/or psychiatric help they require after the proper assessment has been made.

This policy and associated procedures do not take the place of disciplinary action associated with a student's conduct that violates Franklin University Switzerland's Student Code of Conduct. This policy is to be invoked only in those extraordinary circumstances in which the regular disciplinary system cannot be applied or is not appropriate, and after attempts to secure a voluntary withdrawal have failed.

Grounds for Involuntary Withdrawal

A student may be required to involuntarily withdraw if the student engages or is likely to engage in behavior that:

- poses an imminent or significant danger or threat of causing physical, psychological and/or emotional harm to self or others; or
- substantially impedes the rights of other members of the campus community, or the educational processes, or proper activities or functions of the University or its personnel; or
- will cause significant property damage or substantially inhibits a student to meet his or her responsibilities as a student; or
- substantially inhibits a student to care for his or her daily physical needs without assistance.

Involuntary Withdrawal Procedure

Upon written receipt and signed report (complaint) to the Dean of Student Life and Engagement in which behaviors that fall under the policy are identified, the Dean of Student Life Engagement (or a designee) will conduct an investigation. The Dean will determine the level of urgency and severity and take any of the actions described below as deemed appropriate for situations that may fall under this policy.

Conditional enrollment, i.e., the student must comply with all required directives in order to remain enrolled at the University. This may include but is not limited to participating in voluntary psychotherapy, maintaining medication compliance, etc. The Dean of Student Life and Engagement (or a designee) in conjunction with the Office of Health Services will monitor the student and may terminate the conditional enrollment and withdraw the student from the University at any time.

Temporary and immediate suspension from all University activities, including classes and extracurricular activities, may be instituted pending the outcome of an evaluation by appropriate medical professionals. This will occur in instances where the peace and safety of the individual and/or members of the campus community have been or may be compromised.

Withdrawal from the University, with or without a date established for re-entry. The student will be immediately withdrawn from the University at any time based on behaviors that are identified as disruptive to the living and learning community, propose a danger to the individual or others. The Dean of Student Life and Engagement with the Vice President or Dean of Academic Affairs will establish conditions for re-entry.

Re-entry Process

The Dean of Student Life and Engagement (or a designee) may require the student to submit an external, independent evaluation by a qualified medical or mental health professional and consent to the disclosure of the results of such evaluation to the staff members of the Office of Health Services. Once involuntary withdrawal proceedings begin, a student may not voluntarily withdraw without being subject to re-entry requirements.

In the case of possible readmission, the student must comply with all conditions set forth by the University. Once the conditions have been met, the Dean of Student Life and Engagement (or a designee) with the Dean of Academic Affairs will submit the re-application to the Committee on Admissions and Academic Standards for approval of the student's re-entry or readmission based upon a review of the entire record including any and all new information relevant to the matter, and may impose further conditions on the student's re-entry requirements. The involuntary withdrawal shall be deemed a "University withdrawal" ("W") on the student's transcript.

Reporting Requirement

Throughout each academic year, the Dean of Student Life and Engagement shall report the frequency and nature of any and all involuntary withdrawal proceedings to the University President.

Office of Student Life Front Desk

When a student enters the Office of Student Life, they should first stop at the OSL Front Desk. Visitors to the Office of Student Life should always stop and announce themselves at the Front Desk and wait until a staff member is ready before going to their office. Unless an individual has been told by a staff member to come directly to their office, a visitor may be turned away or be asked to wait or set an appointment for another time.

Student organizations, RAs, and other Franklin entities may run sign-up processes through the OSL Front Desk. In order to do this, an event must already have been approved through all appropriate channels within the University. The Office of Student Life has the following policies in place to ensure clarity, effective communication, and fair access to opportunities.

- Sign-up processes must be announced at least one full business day in advance of the date sign-ups should start.
- A sign-up process may open at noon on the business day that had been previously announced. It is possible for the sign-up process to open between noon and the published closing time of the Front Desk, but students may not sign up earlier than noon on the first day. On the second and all subsequent days of the sign-up process, students may sign up during the hours that the Front Desk is open and staffed.
- If a deposit must be paid, it must be paid in full in order for a spot to be held for the individual. Someone cannot put their name on a list for an event to reserve a spot and then come back later.
- A sign-up process must be open for at least three business days. It should be open an additional business day for every spot beyond 25. For example, if there are 25 available spaces on a trip to Zurich, it must be open for three business days. If there are 26-49, it must be open at least four business days. If there are 50-74, it must be open five business days.
- Before a sign-up process may be initiated, a representative should meet with an Office of Student Life staff member. They must set a meeting one full business day in advance of the date in which they need any deposited funds so that receipts and cash can be reconciled.
- Each sign-up process must have a complete Event Information Sheet that details the event, includes instructions for participants, and describes any steps staff at the OSL Front Desk must take.
- Participants in any event or initiative that 1) involves some kind of physical activity or 2) is outside the general Lugano area must sign a liability waiver indicating they understand the risk they assume by taking part and releasing the University from liability.

- Additional information and steps in the process are not permitted. The standard roster, liability waiver, and collecting cash are the extent of the sign-up service the Office of Student Life provides.
- Students may only sign themselves up for a program if there are a finite number of spaces and/or if a liability waiver has been required by the Office of Student Life. If an individual is paying for another person's deposit, the other person must also be present to sign the waiver, if one has been required.
- Students may sign up other individuals if no liability is required or if there are an unlimited number of spaces. This prevents individuals from buying up all the spots for people who chose to not be present to sign up while others in line behind them may miss the opportunity to participate even though they chose to come and register for the event.
- The Office of Student Life is currently only able to take cash, in Swiss francs. The largest bill we can accept is a CHF 200 banknote.

Student Vehicles and Parking

All student-operated vehicles on the Franklin campus must be registered with the Office of Student Life. Students who would like to apply for a parking permit may do so during business hours according to the instructions emailed to all students by the Coordinator of University Housing at the beginning of the fall semester.

Students are expected to know and comply with all motor vehicle laws, traffic ordinances, and parking regulations in the areas they choose to drive. Vehicles on campus will be ticketed and subject to towing in the event they violate this policy or local, cantonal, or federal laws.

Franklin University Switzerland assumes no liability or responsibility for vehicles or their contents while parked or driven on University property including lost or stolen parking permits.

Student Vehicle Registration

All Franklin students who intend to park on campus at any time must register their vehicles with the Office of Student Life and display the proper parking permit at all times. Permits will be registered to individuals only.

Students who have guests with a vehicle are required to register the guest's vehicle with the Office of Student Life for the duration of their visit. All guests must adhere to the parking policy and all local, cantonal, and federal laws. The student hosting the guest is responsible for the guest's violations and subsequent fines. The

permit-holder is also responsible for the actions of others they have permitted to operate their vehicle.

Permits may be transferred for use on multiple vehicles, but the vehicles must all be registered with the Office of Student Life.

Permits are only valid for the current period printed on the permit. Permits from previous time periods are expired and are not valid.

In the event that a student's parking permit is lost or stolen, the deposit is forfeited, and the student will be charged the full permit fee and deposit for a new one.

Parking Locations

- The only location at which students with a parking permit may park at all times is the Kaletsch Lot, as designated by their parking permit.
- Students may not park in the lot outside of Reception on the Kaletsch Campus at any time.
- Students may not park on North Campus or the small lot above Panera on Via Ponte Tresa at any time on weekdays.
- Students may not park outside of Airone between 07:00 and 20:00 on weekdays, but they may park outside of Airone after-hours and on the weekend.
- Students may not park in driveways of private residences near campus at any time.
- Students may not park in the garage or lot of Clinica Sant'Anna at any time unless they are a patient at the clinic or have an appointment with a Clinica Sant'Anna health practitioner.

Permit Deposits and Rates

Parking permit fees and the refundable deposit must be paid in cash at the time the permit is issued. A CHF 100 cash deposit is required for all academic year and temporary permits in addition to the permit fee. This permit will be refunded when the permit holder returns it to the Office of Student Life at the end of its period of validity. The deposit is forfeited if the permit is lost or not returned.

Students may register for a permit at the following rates:

- One- or two-semester permit for the Kaletsch Lot: CHF 200
- One- or two-semester permit for the Kaletsch Lot – Vespa or Moped: CHF 100
- One-month permit for the Kaletsch Lot: CHF 60
- One-week permit for the Kaletsch Lot: CHF 30

Fines for Violations

The individual registering the vehicle with the University will be held responsible for all violations of the parking policy, including the parking violations of others using their vehicle and those made by their guests in other vehicles.

All student-operated vehicles parked on campus must be registered. Failure to register a vehicle with the Office of Student Life will result in a CHF 200 fine.

A fine for failing to display one's parking permit will be assessed if it is not visible on the dashboard of the vehicle from the outside.

A fine will be assessed if a vehicle is found in a lot other than the Kaletsch Lot other than during the time periods noted above. The first violation will be assessed at CHF 100; the second will incur a CHF 200 fine; and the third and all subsequent infractions will result in a CHF 300 fine per violation.

Unauthorized parking in a space reserved for the disabled will result in an automatic CHF 250 CHF fine.

An individual will not be found responsible for violating the same policy more than once in an eight-hour period. After eight hours, an individual may be found in violation of the same policy again, and this will be considered a separate violation.

Failure to pay fines for parking violations may result in a hold on one's account and prevent a student from registering for classes or obtaining official transcripts. Outstanding or repeated violations may also result in a suspension of parking privileges on University property.

Underground Parking Garage Policy

The underground parking garage (on the -1 level) in the McNeely Center of Ideas & Imagination is a public parking area managed externally, not by Franklin or the Office of Student Life. A Franklin parking permit is not required in order to park a car or motorcycle in the public area of the underground garage. Individuals must pay the hourly or daily rate directly at the automated parking payment machine located near the public parking level in order to exit the garage. The payment machine accepts credit cards, TWINT, and cash in Euros and Swiss francs. Once the parking garage is open to the public, an external company will manage the public parking area.

Franklin staff will not maintain this space and are unable to assist individuals who choose to park there. Any issues of damage, theft, lost or damaged parking tickets, payment problems, or issues in the garage are between the individual choosing to park there and the external company. Franklin University Switzerland assumes no

liability or responsibility for vehicles in the parking area or any of their contents. For assistance, individuals parking in the garage must follow the instructions on the automated payment machine.

Flagpole Policy

The purpose of this policy is to assure compliance with all laws, regulations, and codes related to the presentation of the flags hung on the Franklin University Switzerland flagpole as well as to provide guidance for the displaying of flags by the university. Currently, FUS has one designated location for official flag use, the North Campus flagpole.

Flag Display Requirements

- Student organizations that are registered with the Office of Student Life may request that a flag of symbolism, representing the values of the university as well as their organization, be flown underneath the University flag.
- Flag content may be general in nature, graphically, symbolically, or verbally representing or depicting the Flag Sponsor, or an event the Flag Sponsor is leading. The flag display must not violate any Swiss law, local law, or University policy.
- Flags representing a message of hate or bias will not be approved for any reason.
- Flags of countries other than Switzerland and the United States of America will not be flown on campus.

Flagpole Availability

The Office of Student Life, in conjunction with other departments, shall annually identify dates on which the FUS Flagpole is not available for reservation. Additionally, the Office of Student Life, or designee, may temporarily interrupt use of the FUS Flagpole by a Flag Sponsor for display of a university sponsored flag for a period of up to three (3) days in connection with a university-wide event or unforeseen circumstance. Should this occur, OSL will work cooperatively with the Flag Sponsor to identify make-up dates for the display of the Flag Sponsor's flag.

Request for use of the flagpole by a registered student organization must be submitted two full weeks (twelve days prior to the first date the requester intends the flag to be flown) to allow the Office of Student Life time to review the request. Requests must be submitted via email to the Dean of Student Life and Engagement.

Flags will be allowed to fly on campus for no more than seven calendar days. On the final day of the reservation, the flag will be taken down by University employees.

The owner of the flag should pick the flag up in the Office of Student Life the next business day.

Flag Specifications

- All flags must be professionally produced and outfitted to fly on the Franklin flagpole.
- The sponsoring organization must provide the flag to be flown.
- The flag must match the size of flags currently flown on the FUS flagpole.
- Flag request must be submitted at least twelve (12) days in advance.
- All submissions must meet the details of the Franklin Flag Policy.

Review of Requests

- All flag requests will go through the Office of Student Life flag approval committee before a decision is made on the flag being flown.
- Reasonable attempts will be made to accommodate all valid requests. However, due to the limited number of dates and the many groups and organizations present on campus, the OSL flag approval committee may deny, approve, or approve requests only in part.
- To request that a flag be flown, a member of the Franklin community must send an email to the Dean of Student Life and Engagement to request to display a flag. The request must contain the following: the name and contact information for the Sponsor's designated representative, a description of the display's purpose and relation to the University mission, a written or pictorial depiction of the proposed flag, and start and end dates of the proposed use.

Financial Transaction Policy

The Office of Student Life recommends that students enter agreements with one another carefully, especially when these agreements involve lending/borrowing money or property. If students choose to lend one another money or property, the transaction will be managed exclusively by the students themselves. Neither the Office of Student Life nor Franklin University Switzerland are responsible for lost or missing funds or property and will not intervene to resolve disputes when students or student organizations use credit cards, cash, or payment applications to lend or borrow money.

P. Gregory Warden Student Center Lounge

The P. Gregory Warden Student Center Lounge is a community space on the ground floor of the McNeely Center for Ideas & Imagination. The hours the lounge is open will be announced via email at the start of each academic year, and students,

faculty, and staff members are welcome to share the space and resources while the lounge is open. Please note that, at times, the space may be reserved for events and meetings and might not always be fully available. All members of the community are required to keep the space clean and may not leave trash or other items that impact other people. The Office of Student Life is not responsible for items individuals choose to leave in the lounge.

Students, faculty, and staff members may request to reserve the lounge to coordinate programs, meetings, and other kinds of events through the process outlined via email by the Office of Student Life at the start of each academic year. Reservation of the space is not guaranteed, and there may be specific conditions or instructions in the event the reservation is approved. Registered student organizations may request access to the space for meetings or for programs that have already been approved by the Office of Student Life.

In the event the reservation is for a time outside of regular opening hours, the individual requesting access will be required to sign out an access card or fob at the Office of Student Life Front Desk when the Office of Student Life is open. The individual or entity is responsible for cleaning the space after they use it and for removing trash appropriately. The access card or fob may be returned at the Office of Student Life Front Desk or, if the Front Desk is closed, in the mailbox on the wall inside the stairwell facing the North Entrance of New C. If the access card or fob is not returned or found in the mailbox by the deadline, the individual who signed out the access card or fob will be charged a CHF 75 replacement fee.

Student Organization Policies

Student organizations are an exciting opportunity for students to engage with the community, pursue passions and interests, and gain leadership skills that will serve them throughout their lives. Student organizations are exactly that: they are coordinated and led by students, and students fulfill the organizations' missions.

Student Organization Registration

In order to operate formally as a Franklin student organization, student groups must first register with the Office of Student Life. This simple process ensures staff have contact information for student organization officers and advisors and that the mission of the organization is in line with Franklin policies. Student organization registration and formal approval to operate as a Franklin student organization begins once the Office of Student Life sends a confirmation email to the two officers on record and advisor. Submitting an application does not guarantee authorization or approval.

Student organizations must register academic each year in order to operate formally. This registration is valid for the remainder of the academic year and ends on the last day of classes in the spring semester. Student organizations may request authorization to operate during the summer months in a limited capacity but might not have access to university resources or funding. For more information, please contact the Office of Student Life.

Returning student organizations must complete the registration process by the start of the third week of the fall semester. Student organizations may begin operating on a provisional basis before registering, provided that they adhere to Franklin and Office of Student Life policies. After the full third week of the fall semester, previously scheduled room reservations and program dates will be released if the organization has not registered and gotten written approval from the Office of Student Life. Student groups who do not re-register for the academic year will be considered deactivated and may no longer formally operate on campus or in Franklin's name. Returning organizations who do not register before the end of the third week of the fall semester may apply for registration between the first day of the spring semester and the end of the third full week of spring.

New organizations may not have the same mission or name as a student organization that has already registered that year or that may register again from the previous year.

Once student organizations are registered, they may do a lot of things including operating formally as a Franklin student group, requesting recognition and funding from the Student Government Association, coordinating public events, holding meetings and elections, and maintaining a presence on the Franklin app and master calendar.

Student organizations must be open to all full-time and part-time undergraduate and graduate students.

In order to register as a Franklin student organization, a student group must have at least two officers who are full-time Franklin students. The names and contact information of these officers must be included on the registration form when an organization registers. The Office of Student Life will generally communicate with the presiding officer (unless another person is specified for a particular project or initiative). Both officers' names will be listed publicly on the student organization directory and on Franklin's website. In the event that this poses a personal or safety risk, a student organization may identify another person whose information will be made public so current and prospective students can contact the organization and ask questions or express an interest in joining.

Executive Board Requirements

In order to register and maintain registration, a student organization must have four officers at all times. The four officers must be full-time students for the duration of their tenure. When executive board membership changes, the organization must update the Office of Student Life in writing. Although one person must be designated as the primary contact and responsible party for the organization, the titles and function of the officers are up to the organization and its current membership. For some organizations, having clearly delineated roles and hierarchy works; for others, a more horizontal structure or informal system are better options.

In order to be eligible to be a student organization officer, a student must be a full-time student in good academic standing. Part-time students or students who are on academic probation may be involved, but they may not be one of the officers of the student organization. Students who are on a leave of absence may not be involved or hold leadership positions within the organization and must relinquish their position. The Office of Student Life will check eligibility of student organization officers when the organization registers for the academic year. In the event a student drops below full-time status, the student must resign their officer position on a temporary or permanent basis. Students who are not full-time students who remain in their positions and organizations who knowingly allow students who are not full-time to serve as officers will face sanctions.

Student Organization Faculty/Staff Advisors

In order to register and maintain registration, a student organization must have a faculty or staff member advisor at all times. The organization may choose a new advisor each year, but it may be helpful to have a consistent advisor so that information and perspective can be shared as the organization's leaders transition. The advisor is not the leader of the organization but instead, is a guide and support. It is the expectation of the Office of Student Life that advisors are aware of what is happening within the organization. If the organization or individual members are violating policy or are not coordinating their affairs in a responsible way, it is important that the advisor communicates their concerns to the organization and, when appropriate, the Office of Student Life. In order to maintain their registration with the Office of Student Life, student organization presidents must meet with their organization's advisor before Academic Travel each semester. Although it is preferable that advisors be involved in meaningful ways and with multiple members of the organization, this president/advisor meeting ensures at least a minimal amount of contact. The advisor of the organization will inform the Office of Student Life each semester when this meeting has occurred to their satisfaction.

Student Organization Communications

A student organization may send one campus-wide message through the Office of Student Life each semester. The organization may send one message to students and a separate one to faculty/staff if they would like. The Student Government Association may send two emails each semester through the Office of Student Life. Emails from student organizations will be sent from one central account managed by the Office of Student Life, must adhere to policy, and must include contact information for the individual(s) to whom questions may be directed.

Student organizations are encouraged to post advertisements about their initiatives through a variety of media. Advertisements should include contact information, relevant dates and times, and the location of an initiative, if applicable. The Office of Student Life maintains a central Instagram account and encourages student organizations to send advertisements via a system described during the student organization registration process.

Student Organization Programs and Initiatives

Student organization events and programs must be approved by the Office of Student Life through the process outlined and communicated at the start of the academic year. An organization and/or its officers may be penalized for sidestepping policy and coordinating formal events without permission. Student organizations are required to adhere to all local and federal laws, University policies, and procedures outlined for student organizations by the Office of Student Life.

Student organizations are required to clean all spaces used for their initiatives and may be held financially responsible for any damage, maintenance, or cleaning related to their activities. Student leaders may be judicially referred for neglecting to ensure spaces are reserved, accessed, and maintained properly.

Student organizations must reserve and access campus space through the processes and procedures outlined by the Office of Student Life at the beginning of the academic year.

Student organizations must submit a request to rent the Grotto or North Campus Dining Hall no fewer than two full weeks in advance of an event they intend to host in a space operated/rented by an off-campus vendor. The franchisee may charge rent for the space and/or a fee to cover costs related to staffing the space, and by reserving the space, the student organization agrees to adhere to the franchisee's expectations. In the event the student organization fails to end the event at the time agreed upon during planning, the franchisee may charge an additional amount or restrict the organization's access temporarily or permanently.

Contracts and Agreements

A student organization may not sign any agreement or guarantee (verbally or in writing) to adhere to any terms outlined by a vendor, prospective speaker or guest, or other parties without first getting written approval from the Office of Student Life. Agreements and contracts must be reviewed by the Vice President of Finance and Administration, and the staff member overseeing student organization initiatives will work with the University to make the necessary arrangements.

Student Organization Finances

Each year, Franklin allocates a certain amount of money to the Student Government Association to cover its operations and programs and to allocate to registered student organizations. Once student organizations register with Franklin through the Office of Student Life, they may seek recognition from SGA and request funding. SGA determines its funding policies at the start of each year.

In addition to adhering to SGA funding policies, student organizations must adhere to all Franklin policies and procedures and Swiss and local laws. Franklin's finance policies and procedures may change over time, so student organization officers are responsible for ensuring they fully understand and are adhering to all applicable policies.

When a student organization officer receives money from the Student Government Association, that individual is responsible for ensuring the university funds are spent carefully and in accordance with the specified and approved goals. Student organizations may not spend SGA or departmental funds on events or initiatives that have not previously been approved by the Office of Student Life. Failure to adhere to policies or seek permission may result in an individual student being held financially responsible for replenishing university funds. Additional sanctions may also be applied.

Student organizations may approach academic and administrative departments for co-sponsorship of OSL-approved initiatives, regardless of whether or not they receive SGA funding. Co-sponsored funds must be spent for the exact purpose for which they were allocated and must be spent in accordance with all university policies and procedures. For more information, please contact the Office of Student Life.

Student organizations may raise funds to support activities that further their missions. Individual students may not hold onto raised funds that belong to a Franklin student organization. Raised funds should be kept in the Office of Student Life in a secure location and may be signed out at any time. University funds including SGA allocations may be used to generate additional funds, but the full amount of the allocation must be returned to SGA. The student organization may

keep the remaining funds to use for their initiatives, provided that they adhere to policies, are for events approved by the Office of Student Life, and further the organization's mission. The individual who signs out the raised funds is responsible for their use, and the Office of Student Life relinquishes responsibility and control after the funds are handed over to the student organization.

Student organizations may receive donations from private individuals or from outside Franklin but should do so in conjunction with the Office of Student Life and the Office of Advancement. As Franklin solicits donations from individuals and other entities, it is important that student organizations work with Franklin to avoid damaging the university's relationships with others. Additionally, Franklin issues a formal receipt when a donation is made, so it is important that someone donating to Franklin (including to Franklin student organizations) is properly acknowledged. Donated funds must be spent for the specific purpose for which they were donated and may be subject to other restrictions. The Office of Student Life strongly recommends that student organizations receiving donations send a written acknowledgement of the gift.

A student organization may make a donation to an external organization using raised funds, but these raised funds may not have accrued through the use of Franklin funds (including SGA-allocated money). Before donating funds, the student organization should work with the Office of Student Life to ensure the payment is made through formal channels. For more information, please contact the Office of Student Life.

Ticket Sales and Entry Fees

If a student organization hosts an event at which a ticket may be purchased in advance, the student organization is responsible for providing a receipt to any participant who requests one. All advertising must include the deadline by which an individual may request a refund. The student organization is required to refund any deposits or tickets that adhere to the refund policy they have communicated on their advertising. The Office of Student Life and Student Government Association are not responsible for any refunds and will not be responsible for refund requests that are made outside of the refund policy set by the student organization for that event. If a student organization charges an entry fee for an event at which alcohol has been approved, they must waive the cost of entry for all Event Hosts (formerly called "sober monitors"), their advisor, and any staff members required by the Office of Student Life to be on campus because of the event (ex. pro-staff member on duty).

Student organizations are encouraged to coordinate their ticket sales through the Office of Student Life Front Desk. If a student organization chooses to use another

means of selling tickets or charging admission, they are reminded that the Financial Transaction Policy applies.

Student Life Alcohol Policies

Franklin advocates for the rights of individuals but encourages each person in the community to understand their responsibilities and how their behavior impacts others on- and off-campus. Individuals are subject to all local laws of Sorengo, Lugano, and Ticino and all federal laws of Switzerland.

Alcohol in Student Residences

Students hosting events in the residence halls at which alcohol is or may be present must ensure that their guests are adhering to all laws and Franklin policies. They are responsible for the behavior of their guests and may be held accountable for the actions taken by individuals they have admitted to the event and their space.

Students hosting events in the residence halls at which alcohol is present are required to ensure that alcohol is not provided to individuals under the age of 18. Students who do not uphold the law regarding the furnishing of alcohol to minors may be subject to legal or judicial sanctions.

Students hosting events in the residence halls are required to ensure their guests are safe and have not consumed an excess of any substance that jeopardizes their health and well-being.

Alcohol is permitted in Franklin residences long as consumption does not contribute to behavior that:

- intimidates, threatens, or injures others;
- leads to the destruction of property;
- infringes on the peace and privacy of others; or
- violates the law, other policies in the Student Handbook, or Franklin University Switzerland Code of Conduct.

Alcohol at Student Organization Events

Any registered student organization that would like to host an event at which alcohol will be present must submit all relevant program forms to the Office of Student Life at least two full weeks in advance of the event. In order for alcohol to be served at a student organization event, written permission must be given by the Office of Student Life.

Guests at student organization events may not bring their own alcohol. Only alcohol that is provided by the host(s) during the event is permissible in university facilities (residences excluded).

Attendees may not serve themselves alcohol but may pour non-alcoholic beverages.

Student organizations approved to host events at which alcohol will be present must publish the times during which alcohol will be available.

A student organization hosting an event at which alcohol may be present must provide food for the duration of the event and must build the cost of the food into their budget. The food must be substantial enough that it limits the intoxication of attendees and must be approved by the Office of Student Life in advance of the event.

Alcohol at student organization events must be physically removed from the premises or locked in another room outside of the times published as the period alcohol may be available. It may not be within reach of any participants. Student leaders and organizations may face sanctions if they have neglected this responsibility.

Student organizations are expected to refuse alcohol to any individual who might already be intoxicated upon arriving to an event.

Student organizations must refuse entrance or expel any individual in violation of the Franklin Alcohol Policy or who does not comply with the organization's attempts to ensure the health and safety of all guests.

The advisor of a student organization or another faculty/staff member is expected to be present at student organization events at which alcohol will be present.

Students may face judicial sanctions if their student organization is found to be in violation of the Franklin Alcohol Policy.

A student organization or the leaders of a student organization that had permission to host an event with alcohol may be found financially responsible for any damages incurred before, during, or after the event.

If the Office of Student Life or SGA believe that a student organization has improperly used SGA funds for an event at which unsanctioned alcohol is present, some or all of the outcomes below may occur:

- The student organization may be responsible for returning some or all of its funding.
- The leaders of the organization may receive sanctions as a part of the judicial process.
- The student organization may lose its registration with Franklin for up to one calendar year.

- The student organization may lose its eligibility to request funds from SGA in the future.

Event Hosts

The Office of Student Life may require the coordinators of a student organization event at which alcohol is present to have Event Hosts (formerly called “sober monitors”) to be on site during the event set-up, duration of the event itself, and clean-up. Event Hosts are students who take part in a brief training and sign an agreement to uphold Franklin’s alcohol policies and event policies. Event Hosts who have been trained may be recruited by a student organization to ensure things remain under control. An Event Host must not consume any drugs or alcohol before or during the event set-up, the event itself, or clean-up.

The names of all Event Hosts involved in a program at which alcohol will be present must be included in the programming packet submitted to the Office of Student Life. If the roster of Event Hosts changes, the student organization hosting the event must update the Office of Student Life in writing in advance of the event.

A minimum of two Event Hosts is required for an event at which alcohol will be present up to 20 attendees. An additional Event Host is required for each additional 20 anticipated attendees. If a student organization is found to have intentionally underreported their anticipated attendance, they may lose programming privileges for up to one calendar year and face additional penalties.

An Event Host found to consume drugs or alcohol before, during, or immediately after an event may be judicially referred.

A student organization that fails to ensure all Event Hosts do not use alcohol or drugs before, during, or immediately after an event may lose privileges and registration for up to one calendar year.

Event Hosts and/or faculty/staff members are encouraged to attend all student organization events and may be required at any Franklin-sponsored student event at which alcohol is made available.

Depending on the event, the Office of Student Life may choose to approve a student organization’s event on the condition that their advisor is present for part or all of the event.

Attendance at regularly scheduled student organization meetings is not required for students serving as Event Hosts, but it remains the student organization’s responsibility to uphold and effectively communicate the Franklin Alcohol Policy to Event Hosts.

Each Event Host is expected to submit a report to the Office of Student Life describing any incident of violations of the Student Handbook, Code of Conduct, or law including the names of participants and any circumstances they can recall.

One Event Host must be stationed at the alcohol distribution point (ex. bar) to observe and manage alcohol distribution. One Event Host must serve as the bartender. One Event Host should be a roaming monitor observing guests at the event to ensure safety and provide support at the distribution point when necessary.

If Event Hosts observe an overly intoxicated individual, they are required to alert the student organization responsible for the event and the advisor of the organization immediately. It is ultimately the student organization members' responsibility to ensure that overly intoxicated individuals are prohibited from receiving more alcohol during the event and/or are removed from the event provided they are in a safe condition. In the event a participant consumes too much alcohol, the leadership of the student organization are expected to get help to ensure the student is safe.

Off-Campus Housing Policy

Franklin University Switzerland requires all full-time students not residing with their parents or legal guardians to live in a Franklin University Switzerland Residence. Students may live off-campus only if they apply by the deadline sent to their Franklin email and meet the following requirements:

- The student must have a cumulative GPA of at least 2.8.
- The student must have written permission from a parent or legal guardian.
- The student must have at least 60 credit hours or be over 20 years of age.
- Be in good standing with no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.
- The student must acknowledge (by signing and submitting the form) that they will take full responsibility for their lease, utilities, and all obligations as outlined by their landlord, community, Ticino, and Switzerland.
- The student must receive permission from Franklin University Switzerland from the Coordinator of University Housing.

Students who wish to live off-campus must apply through the Office of Student Life. Please note that applying to live off-campus does not automatically guarantee approval.

Students who receive permission to live off-campus should contact the Office of Financial Aid to learn about how choosing to live off-campus may impact their financial aid and scholarship packages.

Once a student has been granted permission to live off-campus, the student must inform the Coordinator of Student Services to change the address on their Swiss residence permit and be registered with the Swiss authorities.

Note: Students living off-campus are responsible for purchasing their own liability insurance for third parties (in Switzerland, this is called RC insurance). It is often noted in the rental contract. For more information, please ask the Office of Student Life.

Residence Life at Franklin

The mission of Residence Life at Franklin is to provide safe, vibrant, multi-cultural residential communities which cultivate a sense of global citizenship and mutual understanding and celebration of our differences through purposeful programming.

The Office of Student Life is committed to providing students with living environments that will enhance their academic experience and social development at Franklin. While attending university in an international environment can be exciting and stimulating, it can also provide unique challenges. The Office of Student Life staff is here to assist individuals as they adjust to life on campus and in Switzerland. We work to provide students with diverse opportunities and resources that will encourage personal growth and cross-cultural understanding.

All full-time Franklin students are eligible to live in University residences. Part-time students may be housed on-campus if space is available and with the permission from the Coordinator of University Housing. Every student living in a Franklin University Switzerland residence is required to sign the 'Franklin University Switzerland Housing Agreement.' This is your rental agreement, and it provides basic guidelines and policies for living in a Franklin University Switzerland residence.

Resident Assistants

Your Resident Assistant (RA) is a full-time Franklin student who is trained to be a resource for you within your residence community. RAs are trained to create community through providing peer support, organizing programs for Franklin students, and enforcing student life policies. Your RA is also the person who will assist you with checking in and out of your residence at the beginning and at the end of the year and/or semester. Additionally, RAs staff the Office of Student Life Front Desk during weekday business hours.

Residence Hall Meetings

A residence hall meeting is held in each residence hall at 21:00 on the first Wednesday of each month when classes are in session. Attendance at each meeting is mandatory for all students who live on-campus. RAs facilitate these monthly meetings and share valuable information from the Office of Student Life and the Student Government Association (SGA). These meetings also provide residents with the opportunity to ask questions, express concerns they may have regarding their residence, and discuss upcoming programs. Missing residence hall meetings may affect housing selection privileges for subsequent semesters: students who miss more than one mandatory hall meeting a semester may not be permitted to register for housing for the following academic year until others in their cohort have selected their accommodation. Additional sanctions may be applied when students choose not to attend their hall meetings.

Housing Policies

All rooms and apartments in Franklin University Switzerland residences are fully furnished with the exception of bed linens, towels, pillows, comforters, or blankets. (Lightly used linens are available for purchase in the Office of Student Life. Please note that only cash is accepted.) Many apartments have kitchens. However, basic cooking equipment and eating utensils are not provided. Non-electric kitchen items may be left in rooms at the end of each year but are forfeited when a student moves out of a space. Office of Student Life staff may redistribute kitchen items left by former residents. Many students donate used items at the end of each year. Some of these items are kept by the Office of Student Life over the summer, donated to local non-profit organizations, or made available to interested students at the start of the academic year.

More information about each residence hall may be found on the Franklin University Switzerland website.

Gender-Neutral Housing

The University is committed to meeting the needs of the student population. With this in mind, the Office of Student Life offers Gender-Neutral Housing (GNH) to all upper-class students living on campus. This allows students to live with any person, regardless of gender identity, gender expression, biological sex, or sexual orientation. GNH provides the option for students to share a suite, in which each person has their own bedroom and shares bathroom and common areas with their roommates.

Students may select their rooms during the standard housing selection process, and all rooms within the suite must be filled to capacity. Students must agree to and adhere to the Gender-Neutral Housing Policy.

Check-In for New Residential Students

New residential students will:

- Be asked to submit their passports for a brief period of time at the beginning of the semester in order to complete their application for a Swiss residence permit.
- Be required to read and sign the Franklin University Switzerland Housing Agreement.
- Receive and sign for one or more keys, if applicable to their assigned rooms or apartments.
- Be required to complete a Room Condition Report (RCR) with the Resident Assistant of their respective buildings.
- Receive information regarding the first hall meeting of the academic year in their community.

Check-In for Returning Students

Check-in for returning students will occur at the Office of Student Life as specified on the Academic Calendar on the Franklin website and on the Housing Agreement which all residential students received. Check-in procedures for returning students are the same as for new students.

*Please note: Returning students are not allowed back on campus or allowed to check-in before the scheduled check-in date and announced time. Students who arrive early will be asked to find their own accommodation off-campus until the scheduled check-in date and time. Students who know they will be arriving after the scheduled check-in date are asked to contact the Office of Student Life in advance.

Checking Out of the Residences

Students are required to schedule a specific check-out time with their Resident Assistant per the process implemented and communicated by the Office of Student Life at the end of each semester. All rooms and apartments must be thoroughly cleaned before the scheduled check-out and must be left in the same condition as when the student checked in and as noted on the RCR completed at the beginning of the year.

When checking out of a Franklin residence, a student must ensure the following:

- All food, trash, and recycling must be disposed of properly in the appropriate containers.
- All dishes must be clean and put away.
- Items not listed as inventory on their Room Condition Report (RCR) must be removed and disposed of properly.
- Rooms should be swept and mopped.
- All sinks, showers, refrigerators, and other appliances that were present in the space at the time of move-in must be cleaned.
- All windows and doors should be shut and locked.
- All electronics must be unplugged, and kitchen appliances must be off except for the refrigerator.
- All students must schedule a check-out meeting with their Resident Assistant during which they complete a check-out RCR.
- All residents are responsible for understanding and adhering to checkout procedures implemented and communicated by the Office of Student Life and their Resident Assistants. These instructions are emailed to all students in April and May.
- Failure to complete a proper checkout will automatically result in a 300 CHF fine and the possibility of additional cleaning and removal fees. Additionally, students who fail to achieve a proper check-out risk being taken out of their housing assignment for the following academic year. Failure to turn in keys, access cards, or access badges will result in a 300 CHF charge.

Students will be fined for missing or damaged inventory and any room damages that occurred while they were occupying a room/apartment. Any extra items left in rooms/apartments will be removed and disposed of at the student's expense. Removal fees will be assessed for any furniture or items left in student rooms that are not part of the room inventory. Additionally, cleaning and plumbing charges will be assessed for rooms left in a messy or unclean condition. The condition of a residence is assessed by professional cleaners and plumbers. Students who violate the smoking policy will be charged for repainting the room, replacing the mattress, and replacing the curtains.

Any student not returning to Franklin University Switzerland must return their mailbox key to Reception and their library books to the library. Non-returning students must complete departure processes as instructed by staff in the Office of Student Life.

Housing Agreement

Every student living in Franklin University Switzerland housing is required to sign the Franklin University Switzerland Housing Agreement. This agreement serves as the student's rental agreement for their room/apartment with the university. This agreement includes basic guidelines and policies as well as the rental dates for

living in the residence. This requires the signature of a legal adult. Students who are below the age of 18 will need to have the signature of a parent or legal guardian on this agreement. Apartments are rented to students but are under the control of the institution. Therefore, the University has the right to conduct room checks when deemed necessary.

Keys and Room Access Cards (New C Residence Badge)

During the check-in process, each resident must sign out their specific room/apartment key/access card. The room key(s)/access card(s) are the student's responsibility and should never be lent to anyone. If a key is lost or damaged, the resident must immediately notify the RA and Coordinator of University Housing and then fill out a Lost Key form in the Office of Student Life. For New C residents, the access card will be deactivated and the resident will be charged CHF 75 for the replacement of the card. In other residences, the lock will be changed, and the resident will be billed 300 CHF for the cost of the key and lock replacement. For security reasons, all keys are individually registered, and copies are not permitted.

The Office of Student Life expects residential students to keep their room/apartment doors locked at all times. Students are responsible for carrying their keys with them and being able to get into their own apartments. Franklin and the Office of Student Life are not responsible for students' lost keys, and those who lose their keys are responsible for any fees related to replacing them. The Office of Student Life strongly recommends that students do not share keys with others and that they know where their keys are at all times. The Office of Student Life will not allow anyone other than the student assigned to an apartment into the space without written permission (via an email to an OSL staff member). Exceptions include:

- staff and RAs accessing the space in the event of emergencies (or possible emergencies) or illegal activity (or possible illegal activity);
- Franklin maintenance, custodial, or IT staff making repairs or doing other things necessary to maintain the space;
- private service providers on contract with Franklin to conduct maintenance or custodial work; and
- emergency personnel including but not limited to emergency medical technicians, firefighters, police, and members of the Gruppo Sicurezza Servizi staff.

If a student is locked out of their on-campus residence, the student should call the Resident Assistant on Duty to unlock the door, or if it is before 22:00, their own RA. Each student is permitted one complimentary "lockout" per academic year. After one lockout, students will be charged each time a staff member or RA has to let them into their apartments. These charges may only be paid in cash at the Office of

Student Life Front Desk during opening hours. Any unpaid lockout charges will be added to students' semester bills at the end of each semester as a housing charge.

Lockout charges will be assessed at the following rates:

- First incident – complimentary
- Second incident – CHF 20
- Third incident – CHF 30
- Fourth and all subsequent incidents – CHF 40

During and immediately after the Academic Travel period, students will be charged a CHF 50 for each lockout requested between 22:00 on Friday the night before Academic Travel begins and 09:00 on the first day of classes after Academic Travel. These charges are in effect because student staff also need to prepare for Academic Travel or recover from it, and if student staff are not on duty, a staff member must come from off-campus to help the student who neglected to carry their key. When RAs are not on duty at the start and end of the semester or over holiday breaks, any lockouts requested incur a CHF 50 charge for each lockout. These charges are in effect because student staff are not available during this time, and staff must come from off-campus to help the student who neglected to carry their key. The CHF 50 charge is assessed regardless of how many lockouts one has and does not impact the amount charged for future lockouts.

During fire or evacuation drills, staff members are required to close and lock students' apartment doors during a check of the building. Students will not be charged for lockouts in the event they are locked out during a drill, provided that they return to their residence the same day of the evacuation.

Students are required to carry their keys with them when they leave between semesters and during Academic Travel. It is important that students place their keys in their carry-on/cabin bags, as checked/hold bags may be lost or delayed. Franklin is not responsible for keys or other items in lost or delayed luggage.

Staff members enter students' apartments to conduct health and safety checks during Academic Travel each semester and at the end of the fall semester before the Winter Break. Since apartments may be unoccupied for a long period of time, staff enter to ensure safety: appliances are turned off, windows and blinds are closed, internal and external doors are locked, and perishable food items may be discarded.

Staff are required to lock all doors when they exit an apartment – including individual bedrooms in suite-style apartments. Individual bedrooms in suite-style apartments are locked so that other students and their guests are unable to enter before a student returns to campus. In the event a student is locked out when they return from winter break, the lockout will be considered the student's

complimentary lockout for the year (if it is the first incident) or will incur a charge (if it is not the first incident).

Room Condition Report and Inventory

Once a student checks into their room/apartment, the student will complete a Room Condition Report (RCR) with their Resident Assistant. The general condition of the room/apartment and inventory at the time of check-in are noted. This same RCR will be used at the time of check-out. Please note any marks on walls, floors, or furnishings present prior to you moving into the room. Also, be sure to record any damage to furniture you notice at the time of check-in. You will be charged for any damage that occurs while you occupy the room. Charges will be assessed for any damage and for any inventory items that are broken/missing at the time of check-out.

Damages

Residents may be charged for any damage to their assigned room/apartment. Once the Housing Agreement is signed, the student becomes solely responsible for their room/apartment. Special attention will be given to any pre-existing damage during the check-in process. Any damages found during the checkout process that was not documented on the RCR at the time of check-in will be billed to the student's account. Individuals who damage Franklin University Switzerland Residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action.

Damages to Common Areas

Students may also be charged for damage to elevators, lounges, pay telephones, laundry machines, and common areas. Individuals who damage University residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action. If the resident(s) responsible for damage cannot be identified, the charges may be divided among all residents. The Office of Student Life works to encourage community responsibility and to reduce carelessness and vandalism by identifying, whenever possible, those residents personally responsible.

Decorating One's Room/Apartment

Residents should be aware that any items hung on the walls of the room/apartment may cause damage to the wall, either by leaving a hole or tape marks. Rooms must be left in the SAME condition as they were when they were first occupied. Any damages will be repaired after the student has vacated the room/apartment and will be billed to the student's account. Residents are not permitted to paint their apartments or have them painted.

Furnishings

All rooms/apartments are furnished with the exception of pillows, duvets, sheets, and towels. Rooms with kitchenettes may have some basic kitchen supplies. Students who wish to have more extensive kitchen supplies must purchase their own. All incoming students may purchase a used linen set from the University for the semester. The fee must be paid in full at the time of purchase.

Any furniture belonging to a room or apartment must stay in that room or apartment. Room/Apartment furniture should not be exchanged, removed, taken outside, or be placed on balconies. Students should do their best to take care of the furniture that comes with their room or apartment. Any furniture removed or damaged will be charged to the student's account for replacement.

Repairs

Any resident with something in need of repair in their room/apartment should alert their Resident Assistant or the Office of Student Life immediately. To ensure maintenance repairs, students must fill out a Housing Work Order by filling the online work order. Students receive an email each semester that includes the URL to the work order form, and it can be accessed by asking a Resident Assistant or Office of Student Life staff member. Work orders are generally filled within a week unless major repairs are needed. Students will be charged for repairs that are necessary beyond normal wear and tear.

Garbage Disposal

Municipal regulations require the use of approved plastic bags for one's garbage disposal. These bags are green in color for Sorengo and red in color for Lugano and can be bought at the supermarket and are labeled "SACCHI PER RIFIUTI." According to the law, these bags should never contain glass, plastic, liquids, hot ashes, or heavy or big objects. Once the green or red bags are filled with trash, they must be closed and tied before being deposited in the appropriate containers located outside the buildings. Trash must never be left in doorways or halls. Residents who leave trash in the hallway or in common spaces may face disciplinary action and/or charges. If trash is found in the hallways or common room and it is unable to identify to whom the trash belongs, the hallway or entire building will be charged a trash fine. Please note that special containers for glass may be found near several residences. If you have specific questions about trash disposal, please ask your Resident Assistant. Residents who do not appropriately dispose of garbage are subject to fines according to the law. Additionally, students may face disciplinary sanctions by the University and fines.

Pets

Due to health, damage, and nuisance concerns, pets of any kind are NOT allowed in the residences at ANY time. This includes animals owned by friends, family, or neighbors. This is clearly stated in the housing agreement. Any student found in violation of this policy will face disciplinary action from the Office of Student Life. Residents may not volunteer to pet-sit an animal in an on-campus residence, nor may guests of residents bring pets into residences.

Cleaning Supplies

Some cleaning supplies, (brooms, mops, and dustpans) are available for student use and can be found in each residence hall's laundry room. To ensure everyone has access to these supplies, we ask that the items are returned after each use. Please note that these items will not be replaced if they have not been returned to the laundry room. While students are encouraged to purchase their own cleaning supplies so that they can keep their rooms clean throughout the semester.

Laundry

All Franklin residences are equipped with washing machines and dryers. Franklin's washing and drying facilities are comparable with most European laundry facilities. Machines are often smaller and have different cycles than North American washing and drying machines. These facilities are easy to use, however, and instructions can be found in all laundry rooms. Resident Assistants are available to help students understand the machines in the event they need further support.

Please note: Municipal law prohibits hanging laundry on balcony railings that can be seen from the street. Residents should buy drying racks at the local supermarket or department store.

Storage

The University recommends the use of local shipping and storage companies for students wishing to store personal belongings in Lugano between academic sessions or for an extended period of time. Students are responsible for their own storage and should arrange their own storage privately. The Office of Student Life facilitates the storage of students' items at the end of the academic year, but the cost of the storage is incurred by the student.

Energy

We encourage students at Franklin University Switzerland to be conscientious global citizens. An important part of this citizenship is the conservation of energy. To do one's part while living in the residence halls, students should 1) turn off lights

and other electrical appliances when they are not in use; 2) conserve heat by regulating radiators, if possible, rather than opening the windows; 3) close all outside doors in the winter; and 4) save water when showering and when using the bathroom and kitchen.

Security

Franklin University Switzerland employs a security company (Gruppo Sicurezza) to patrol the residences between 23:00-5:00 nightly. On occasion, security agents may ask students to show their identification. Students must comply with any Gruppo Sicurezza officers' requests and instructions. To ensure safety and security, students are prohibited from giving the key assigned to them to another individual. It is also important that students do their part to help keep themselves and the residences secure:

- Keep your door locked, even if you leave your room/apartment for only a few minutes;
- Be sure to keep your windows shut and locked when you are not home;
- Keep your valuables and passport in a secure place;
- Do NOT prop entrance doors to residences. If you notice an entry door open, please close it;
- Notify your Resident Assistant any time you have a guest staying with you. If you notice someone who does not seem like they should be in a Franklin residence, notify a Resident Assistant immediately;
- If you notice anything strange or suspect, immediately contact your Resident Assistant or call the Franklin emergency number, +41 79 211 46 89;
- Although Lugano and Sorengo feel safe, it is best to not walk alone after dark.

Franklin University Switzerland has a team of Campus Safety Walkers who are available to walk students from the Library to their residences. A safety walker can be reached on the Campus Safety duty phone, the number for which will be provided to students at the beginning of the year.

Giardino di Luce (Garden of Light) Policy

The Giardino di Luce (Garden of Light) in the McNeely Center of Ideas & Imagination is a wellness garden in which students, faculty, and staff members are welcome to study, relax, and congregate. Smoking of any kind is not permitted at any time. For more information, please review the Smoking Policy below.

“Courtesy Hours” are in effect 24 hours a day, as noise reverberates throughout the Giardino di Luce (Garden of Light) area and impacts the students living in the New Building complex and the staff working nearby. Residents are asked to show respect to others by lowering the volume for music and conversations. Students

making noise that impacts others may be documented for violating policies related to noise regardless of the time the noise is made.

Grilling is prohibited in Franklin's residence halls except for on the grass on the lawns outside of Giardino and Panera. Grilling is strictly prohibited in the Giardino di Luce (Garden of Light). Students who are found to have violated the grilling policy will be fined CHF 150 and assessed for any damages, and their grills may be confiscated.

Additional policies regulating the use of the Giardino di Luce (Garden of Light) and the atrium near the entrance to the student lounge and the Office of Student Life may be set during the academic year and will be communicated via email. Students are required to keep these areas clean, remove their personal trash, and recycle in the appropriate containers as is expected in all common areas on campus.

Smoking Policy

All university residences are smoke- and tobacco-free except in designated smoking areas outside the buildings. Smoking and tobacco of any kind including but not limited to cigarettes, cigars, marijuana, vaporizers, pipes, water pipes, Juul, hookah pens, vapes, vape pens, e-cigarettes, e-pipes, and shisha, and other electronic smoking devices (ESDs) and tobacco-related products are strictly prohibited in all Franklin University Switzerland residences. Designated smoking areas include:

- Balconies in Airone, Panera, and Giardino, provided that the door to the room or residence is closed
- External hallways that do not face the Giardino di Luce (Garden of Light) (see below) in New A and B buildings, provided that the doors to the apartments are closed and the individual is more than a meter from a resident's window.

Smoking is NOT permitted on any balconies or hallways in Leonardo Da Vinci and New C at any time.

The Giardino di Luce (Garden of Light) connecting all New Building residences is a wellness garden. In keeping with the spirit of the contributions that created this unique space, the garden and all areas facing it are no-smoking and tobacco-free areas. These areas include the garden, outdoor atrium space, hallways in New C, and McNeely Center of Ideas & Imagination entrance hallways and walkways and any other areas facing the Giardino di Luce (Garden of Light).

Violations of the smoking policy will result in the following:

- 1st Violation: 150 CHF fine

- 2nd Violation: 300 CHF fine. Students found responsible for violating the smoking policy may lose housing selection privileges and may be required to sign up for housing for the next year after all other current students have made their selections.
- 3rd Violation: 600 CHF. Students found responsible for their third violation may be evicted or may be prohibited from living on campus for the following year. Additional sanctions may be assigned. Please note that this may impact one's residence permit and legal standing in Switzerland.

Additionally, students who violate the smoking policy will be assessed charges at check out for the repainting of their room/apartment, replacement of their mattress, replacement of their curtains, and extra cleaning costs (totaling a minimum of 1000 CHF).

Fire Safety

It is extremely important that all Franklin University Switzerland students are careful about possible fire hazards. Be sure to familiarize yourself with all exits in your building.

If there is a fire in your residence:

- Feel your door for temperature. If it is hot, do not open it!
- Close all windows;
- If you cannot leave your room/apartment, stay calm. Call 118 to notify authorities of your location or call 079-211-4689 to notify a Resident Assistant;
- Stuff wet sheets or clothing in cracks under your door;
- If you leave your room/apartment, close the door behind you;
- Do not use the elevators;
- Do not re-enter a building until you have been instructed to do so.
- Tampering with fire extinguishers, registering a false alarm, removing fire safety information from your room/apartment or residence, or intentionally/unintentionally setting a fire can endanger life and property, and may result in the cancellation of your housing agreement, restitution, disciplinary action, possible criminal prosecution, and a minimum fine of 800 CHF from either/both the fire department and the Office of Student Life.

Grilling in the Residence Halls

Grills are only permitted outside Panera and Giardino apartments on their respective lawns. All grills must be kept away from the residences to prevent fire hazards and may never be brought inside or be placed on any balcony or public walkway. Grills are prohibited in all other residences and in the Garden of Light in the McNeely Center of Ideas & Imagination. Any students found to be grilling in

prohibited areas will be fined 150 CHF and assessed for any damages, and their grills may be confiscated.

Guest Policy

All residents are responsible for their guests and their guests' behavior. Residents must notify their Resident Assistants in writing when they plan to host a guest and must receive permission from their roommate(s). Residents may host guests for up to five days in a 30-day period. In the event a resident would like to host a guest for longer than five days, the resident must receive written permission from the Coordinator of University Housing. Guests must be registered with the local police: students hosting guests who are not residents of the municipality for two nights or longer are required to notify the Coordinator – Student Immigration and Administrative Services. In addition to being courteous to one's roommate, students must also consider the needs of others - including their sense of security and community. Students found responsible for violating the guest policy may face a monetary sanction and other sanctions. See Section 4 of the Student Life Handbook for more information.

Roommate Policies

The roommate relationship can have a significant impact on a student's experience at the university. It is essential that roommates demonstrate respect and courtesy for one another. At the beginning of the year, all residents not living in single rooms will meet to discuss expectations and to create a roommate agreement with their roommate(s) to address cleanliness, study and sleep habits, visitors, sharing/borrowing personal items, stereo noise, and other matters. Such conversations between roommates can usually prevent or resolve serious conflicts. Below are some tips for creating a positive living environment.

Maintaining an Academic Environment

Be responsive to each other's requests for quiet whenever asked. This includes turning down the stereo or television when asked or asking guests to be more considerate, etc. You are expected to be courteous in this manner whenever asked and to be respectful when requesting a change in behavior. It is not a difficult thing to do and may save you and your roommate a lot of stress later on. Remember, it is just as much their room as it is yours!

Entertaining of Guests

Whenever you are entertaining a guest, you have a responsibility to be respectful of your roommate. Please be considerate of your roommate's right to privacy and be respectful of their possessions. Mutual understandings should be reached between you and your roommate regarding the specific length of time and way in

which your room/apartment will be used for entertaining or housing guests. These must be outlined in the roommate agreements when determined appropriate by any of the roommates or staff in the Office of Student Life. The roommate should not feel compelled to leave the room to accommodate a guest, nor should they be placed in a situation that might cause embarrassment or inconvenience.

Cleanliness of Room/Apartment

It is the responsibility of each resident to help keep rooms/apartments clean and sanitary. By keeping your personal areas neat, clean, and presentable, potential conflicts may be avoided and will make living together much more comfortable. Also, personal hygiene should be such that it does not create an unhealthy or unpleasant condition for a roommate or others living around you. In cases in which a room or apartment is believed to be in an unsanitary condition, the University has the right to have the space cleaned by a professional cleaner at the student's expense. Regular health and safety inspections may be implemented as necessary to alleviate any of these potential problems.

Conflict Resolution

Sometimes outside help is needed to resolve conflicts, especially when roommates find themselves in one of these situations:

- trying to work out conflicts but “not getting anywhere”
- repeated confrontations over the same issues without any progress
- experiencing conflict over an issue for which neither roommate has the answer

Outside help can be found quickly and easily from a staff member in the Office of Student Life. First, a student should consult with their RA, who is trained in basic conflict resolution and has a great deal of experience in helping others find solutions. The Professional Staff Member on duty may also be contacted in emergency situations, but you should always contact your RA first.

Room/Apartment Changes

A student room/apartment is rented for the full academic year (with the exception of pre-established semester abroad students) and cannot be changed in most circumstances due to requirements of the local authorities concerning the student's residence permit. This is clearly stated in your ‘Housing Agreement.’ However, in the case of emergencies and with the permission of the Coordinator of University Housing, a student may change rooms, only if there is space available and if the student has already spoken to their RA to try and resolve the conflict or issue.

Room/apartment and roommate changes will not be granted during the first two weeks of each semester, except in extreme cases. This gives residents the opportunity to work out their problems and find an acceptable living arrangement.

Residents may not move from their assigned room/apartment into another residence without prior permission of the Coordinator of University Housing. Moving to another room and switching keys with another student is not permitted. If this occurs, a fine and disciplinary sanctions will be assessed for each student involved.

The University reserves the right to re-assign apartments to students in the event of violation of residence rules. Students must be in good academic and disciplinary standing to request a room change. Students who wish to change rooms/apartments must make an appointment with the Coordinator of University Housing to discuss potential options. Additionally, students who choose to change rooms throughout the academic year will be held fully responsible for the cleaning charges associated with cleaning the room/apartment that they are vacating. A student who changes rooms/apartments between the Fall and Spring semesters will have to fully vacate the space before departing in December, complete a check-out meeting and check-out Room Condition Report with their RA, and sign their key/access card back in in the Office of Student Life. The student will not be able to check into their new room/apartment or receive their key until they return in January on or after the return date noted on the Academic Calendar on the Franklin website. Students moving between semesters are not permitted to access their rooms/apartments earlier than the published hall opening in January. Storing and shipping items are the responsibility of the student.

Room/Apartment Vacancies and Consolidation of Empty Spaces

Changes in housing assignments, including the allocation of empty beds, are arranged through the Coordinator of University Housing. Any student occupying a double room as a single will be billed the single-use room rate with a supplement of CHF 1700 / USD 1700 per semester, due to the occupancy of the space and the increased cleaning cost at the end of the year. Other buy-out requests must be discussed with the Coordinator of University Housing. Unoccupied spaces in rooms/apartments may be assigned to students on an on-going basis. Empty beds and spaces are not to be used by other students in any way and will be locked by the University, and students are prohibited from accessing or using them for any purpose. If a student would the room to be unlocked, they may request this by contacting the Coordinator of University Housing, understanding that they will be charged the standard housing rate, and only if the space is not needed by the University for another student. If any student is found occupying or using a vacant space/room/apartment in any way, the student will be subject to disciplinary action and will be charged the cost of occupying this space.

Students living alone in a double- or multiple-occupancy apartment may request one of two options: a) the student may find another student that would like to live with them or b) the student may “block” that space. The Coordinator of University Housing will consider students’ requests and approve or deny them based on the availability of beds and other factors. If a student would like to “block” an empty space in the room the student currently occupies, the Office of Student Life will not use the extra bed in the space for the rest of the academic year and will be charged the single rate for the room plus a USD 1700/CHF 1700 supplement for the semester. If a student does not “block” the open space in their room, the Office of Student Life may place a student in the space for the short or long term, depending on the need. This may occur at any time, and the student in the space should be prepared for a roommate. Students that have not blocked and paid for the other space are not permitted to occupy the free space in their rooms.

Students are expected to welcome their new roommates and treat them courteously and equitably. Presenting challenges or mistreating one’s new roommate may be a situation adjudicated by the Office of Student Life. If a student is found responsible for mistreating a new roommate, their housing assignment or housing agreement may be reviewed, and additional sanctions may be assigned.

Room/Apartment Search and Entry Policies

While residents have a right to privacy, they also have a responsibility to abide by Franklin University Switzerland policies and municipal and civil laws while living on campus. The University, according to municipal law, reserves the right to inspect rooms/apartments at any time for the purpose of inspection, repairs, inventory checks, or to investigate suspicion of policy violations or to correct a hazardous, disruptive, or life-threatening situation. This is clearly stated in the Housing agreement signed by every resident.

Students are required to keep their rooms/apartments in good order. Room/Apartment inspections are not only conducted to ensure safety and hygiene but may also be conducted to check on the condition of the apartment’s furnishings. In cases in which a room or apartment is found to be in an unsanitary condition, the University has the right to have the apartment cleaned by a professional cleaner or repaired by an external service provider at the student’s expense. Although Franklin University Switzerland will do its best to notify students in advance, it may be necessary to hire a service provider at the student’s expense without notice. If the cleanliness and general sanitary condition of a room/apartment give repeated cause for concern, the Office of Student Life may be forced to institute a policy of random room inspections, which may result in disciplinary action and fines, including, but not limited to, dismissal from the residence. The Office of Student Life conducts room checks during each academic travel period and during the winter holiday to ensure safety.

Housing Selection for Returning Students

Any student at Franklin University Switzerland who is registered for a full 12-hour course load is eligible to live in the University residences. Part-time students may be housed on campus if space is available and with specific permission from the Coordinator of University Housing. Current students have the opportunity to sign up for housing for the following academic year in the spring semester. Relevant dates, the housing selection process, and students' role in the process will be announced by the Office of Student Life. The Housing Deposit 1000 CHF or 1000 USD must be paid in full BEFORE a student may participate in this process. This deposit will be applied to the student's housing costs for the following academic year. This deposit is not refundable. Housing selections are not confirmed until the deposit has been paid and a student's housing agreement has been signed. However, as stated in the housing agreement, Franklin University Switzerland reserves the right to change any housing assignment at any time.

Section 4: Franklin University Switzerland Standards of Conduct

Code of Conduct

Purpose of the Code of Conduct

The purpose of this Code is to provide a framework for a judicial system at Franklin University Switzerland. Its primary function is to assist in the execution and support of the rules in the Student Life Handbook as well as to protect the rights of all members of the Franklin community.

Because the Franklin Judicial System and Code of Conduct are intended to promote and uphold a set of shared community standards centered on the basic notion of respect, it is imperative that all Franklin students familiarize themselves with their responsibilities and rights as members of the community.

The Code was drafted and continues to be edited yearly with input from Franklin students, faculty, and staff. The Judicial Board welcomes an ongoing and open dialogue with all community members on how to improve the processes to guarantee the continued benefits of life and study in our innovative multicultural scholarly environment.

Solidly rooted in the values of tolerance and respect, the Franklin Judicial System and Code of Conduct require all students to recognize and give proper value to these core concepts:

- respect for self and others;
- respect for diversity of all kinds;
- respect for local laws and customs;
- respect for all university rules and policies designed to maximize the privileges and opportunities for learning at Franklin, both in and out of the classroom.

The Franklin Judicial System is designed to ensure student development and educational outcomes, in accordance with the Mission Statement of the University and the university-wide learning goals.

Structure of the Judicial System

The Judicial System at Franklin University Switzerland formally consists of five separate entities:

- The Judicial Board and the Hearing Panels
- The Judicial Affairs Officer (JAO, generally the Associate Dean of Student Life)
- Resident Assistants (RAs) and the OSL staff member supervising them
- The Dean of Student Life and Engagement
- The President of the University

Roles within the Judicial System

The Judicial Board (JB)

The members of the Judicial Board are nominated from among the faculty, the staff, and the student body. The JB is led by two Co-Chairs, each representing faculty and staff. The JB reviews the Judicial System and sets general guidelines for disciplinary policies. It meets at least twice a year and at the request of the JAO and the Co-Chairs. (See below for Structure and Composition.)

The Judicial Affairs Officer (JAO)

The JAO receives all incident reports and classifies all violations. The JAO adjudicates Class 1 and Class 2 violations and forwards Class 3 violations to the Judicial Board Co-Chairs. In this capacity, the JAO reports directly to the Judicial Board and works independently from the Office of Student Life. In Hearing panel proceedings, the JAO may be called as an advisor.

Specifically, the JAO:

- Co-Supervise and direct the workings of the Judicial System at FUS
- Collaborate with the Judicial Board Co-Chairs to define reasonable timeframes for judicial procedures and actions
- Liaises to the Office of Student Life as requested.
- Maintains trackable records of all actions related to a violation, allowing for swift access by the Judicial Board Co-Chairs or eventually an appellate authority. (See below. No other judicial official can have direct access to these records.)
- Files incident reports and any sanctioning letter in the student file at the Office of Student Life.
- Classifies all violations according to the parameters established in sub-section 5 (below).

- Decides and adjudicates upon sanctions for Class 1 and Class 2 violations; consults the JB Co-Chairs as needed in determining these cases.
- Notifies student(s) of Class 1 and 2 violations and any sanctions that have been decided, in writing or via email.
- Forwards Class 3 violations (or the accumulation of Class 1 and Class 2 violations) to the Co-Chairs of the Judicial Board
- Receives from the JB Co-Chairs any decisions regarding Class 3 violations.
- Administers, implements and follows up on any sanctions decided by the JB Co-Chairs or a Hearing Panel relating to a Class 3 violation.
- The JAO is fully empowered to expand sanctions if the student is not forthcoming.
- Reviews JB procedures, policies, and best practices.

Resident Assistants (RAs) and the Associate Dean

The RAs record and report violations of the Franklin Code of Conduct in the course of their duties. These incidents are reported to the Associate Dean and the Judicial Affairs Officer (JAO) on an Incident Report form. RAs are trained to determine when a policy infraction has occurred.

The Dean of Student Life and Engagement

The Dean of Student Life and Engagement receives appeals on judicial decisions made by a JB Hearing Panel concerning a Class 3 violation. In this role, the Dean may be referred to as “appellate authority” later in this document. In case of a conflict of interest, the Dean or the JB Co-Chairs may instead forward the appeal to the President, or a presidential designee.

The President of Franklin University Switzerland

The University President reserves the right to adjudicate on exceptional cases deemed, by the Administration and/or the JB Co-Chairs, to require direct intervention or immediate attention.

Structure and Composition of the Judicial Board Composition

The Judicial Board consists of:

- One Faculty Co-Chair nominated by the Faculty Assembly for a period of two years.
- One Staff Co-Chair nominated by the Staff Council for a period of two years.
- The Co-Chairs will start in alternating years so that there is always a more senior Co-Chair.
- The Judicial Affairs Officer (JAO)
- At least five faculty members, nominated by the Faculty Assembly

- At least five staff members, nominated by the Staff Council. Staff members in the Office of Student Life may not serve as staff representatives on the Judicial Board.
- At least four student members, elected by SGA. Students must be in good standing with no Class 2 or Class 3 violations in their file. Additionally, students must have a cumulative GPA of 2.5. Resident Assistants may not serve as student representatives on the Judicial Board.

Role of the Judicial Board

The Judicial Board generally meets once a semester for training and to discuss the Code of Conduct. The JB reviews the judicial system in all aspects and decides upon needed adjustments in an effort to improve processes and keep the system running effectively. The Co-Chairs and/or the JAO may choose to call further meetings for major reviews or exceptional circumstances.

Co-Chairs of the Judicial Board

The Co-Chairs of the JB are nominated by the faculty and the staff for a two-year term. Under normal conditions, the Faculty Co-Chair and the Staff Co-Chair will begin their term in alternate years so that there is always a senior Co-Chair with more experience. In case of a conflict of interest or unavailability affecting one of the Co-Chairs, the other Co-Chair may proceed independently or, for complex hearings and in consultation with the JAO, appoint an interim Co-Chair from among the JB members. Specifically, the JB Co-Chairs will:

- Collaborate with the JAO to define reasonable timeframes for judicial procedures and actions.
- Decide on student appeals on the decisions made by the JAO regarding Class 1 and 2 violations.
- Maintain trackable records of any meetings/hearings not attended by the JAO, allowing for swift access by the JAO or –eventually- an appellate authority. (See above. No other university official can have direct access to these records.)
- Receive Class 3 violations from the JAO and decide on further steps as described in this document
- Call and constitute Hearing Panels, as needed, ensuring impartiality of members. (See below.)
- Lead Hearing Panels and conduct judicial hearings
- Lead the meetings of the JB in collaboration with the JAO (generally once per semester)
- Review JB procedures and policy

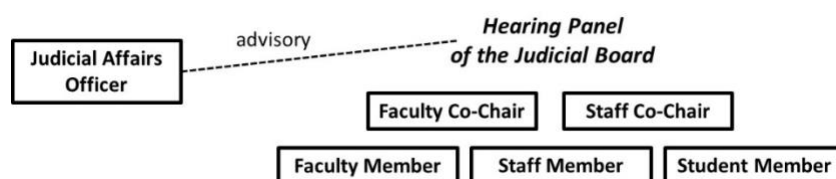
Hearing Panels

For Class 3 violations, the JB Co-Chairs decide whether to conduct a hearing and call a Hearing Panel. These will be empowered to define the specific logistics of the hearing in order to ensure a fair and impartial process. (See below for details on Hearing Panels and judicial proceedings.) Hearing Panels will be assembled by the Co-Chairs to hear any individual case, and will be comprised of five voting members:

- Both Co-Chairs
- One panelist is drawn each from among the faculty, staff, and student members of the JB.

The composition of individuals in hearing panels will change for each proceeding. The Co-Chairs may decide, with proper justification, to alter the composition of the panel:

- This could be the case when one of the Co-Chairs needs to withdraw due to conflict of interest or unavailability. In such cases, the other Co-Chair, in consultation with the JAO, will appoint an interim Co-Chair to assist in the specific case/hearing.
- Based on the privacy and severity of the case, the Co-Chairs may decide to replace the student member with a member of staff/faculty. (See below.)
- Decisions of hearing panels will be made with a four-vote majority, out of the five members.
- For very sensitive cases, if the Co-Chairs feel that they have become biased before the hearing, they may choose to relinquish their right to vote. In these cases, the Co-Chairs will still run the hearing, but will appoint two additional voting members of the hearing panel.



Statement of Students' Rights

Students have rights and responsibilities, which are the basis of this academic community. This section defines the standards of conduct that apply to all students regardless of class level, national background, or group affiliation. In the pursuit of excellence, all students have to accept responsibility and ensure that their actions do not interfere with the ability of others to do so.

I. Primary Rights

- a) The right to a safe and secure university campus environment.
- b) The right to read and study without undue interference from a roommate, neighbors, or fellow community members.
- c) The right to sleep, safekeeping of personal belongings, access to own residence, and the right to a clean environment in which to live. Optimum physical conditions are essential as they support and reinforce favorable conditions in which to live and learn.
- d) The right for redress of grievances. If the academic community is to function in the most educational manner, the right to initiate action for impartial and fair adjudication of grievances is paramount.
- e) The student has the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from due process.

II. Secondary Rights

Secondary rights of the individual are those which need to be protected but should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights are:

- a) The right to personal privacy: All persons should be free from interference with their personal activities and should be able to protect their privacy.
- b) The right to host visitors: All students should have the opportunity to maintain personal contacts and friendships and to satisfy their needs for socialization. Visitors are to respect the above-stated rights of all residents and to adhere to all policies and regulations.

Violations

Violations of the Code of Conduct are classified as follows:

Class 1

Noise

1a. Unreasonable noise is that which interferes with or has the potential for interfering with the legitimate rights of others in the residences or areas surrounding FUS facilities during non-quiet hour times, otherwise known as courtesy hours.

1b. In accordance with Swiss Law, FUS enforces quiet hours between 22:00 and 8:00. During quiet hours, sound from a room or apartment should not be audible outside the unit door nor in adjacent rooms.

1c. Drinking games in community or outdoor spaces are not permitted.

Smoking

1d. Smoking of any kind, including but not limited to cigarettes, cigars, marijuana, vaporizers, pipes, water pipes, Juul, hookah pens, vapes, vape pens, e-cigarettes, e-pipes, shisha, and the use of smoking paraphernalia in designated non-smoking areas is prohibited.

Improper removal or disposal of garbage

1e. Residents must properly dispose of trash; never be left in doorways, halls, or on balconies.

Safety & Security

1f. Unauthorized propping of public access doors or windows.

1g. Creating potential safety hazards by limiting access to hallways, exits, stairwells, doorways and/or common areas.

1h. Engaging in door-to-door distribution or solicitation of any nature in FUS facilities without proper authorization.

1i. Allowing the presence of more than four times the standard occupancy in a student room or apartment (maximum 15 people).

1j. Failing to keep a student room, apartment, balcony, or common space in a reasonably clean condition.

1k. Keeping or housing any type of pet in university residences for any amount of time.

Non-Compliance with Administrative Requirements

1l. Disregard for Franklin University Switzerland administrative policies and procedures.

Gambling

1m. Betting or wagering money on FUS' residence or grounds, or online.

Class 2

Destruction or Property Damage

2a. Throwing or dropping anything from a window, roof, or balcony.

2b. Damage to any University or public property or the property of another individual

Theft and Misuse of Property

2c. The theft or unauthorized use of another individual's property or University property.

2d. The unauthorized removal of any property from its assigned place.

Trespassing

2e. The unauthorized access to any space.

Fire Safety and Equipment

2f. Tampering with any fire or reporting equipment or interfering in any way with emergency services or procedures.

Harassment and Abusive Behavior

2g. Any behavior in person or virtual which unreasonably interferes with an individual or group within Franklin University Switzerland or the surrounding community by creating an intimidating, hostile, or offensive environment.

Non-Compliance with FUS Administrative Policies and Procedures or Swiss Law

2h. Failing to comply with a Franklin University Switzerland staff member's request while performing his or her duty.

2i. Disregard or continued non-compliance with Franklin University Switzerland administrative policies and/or violation of Swiss laws.

2j. Neglecting to obtain and provide documents or be present at appointments related to one's legal status in the municipality, Canton, or in Switzerland.

Social Media and Digital Presence

2k. Permit, engage in or condone any act or behavior that exposes the Franklin University Switzerland or its affiliated offices to legal, financial or reputational liability.

Third-party impact

2l. Behavior that may endanger third parties, in or outside the FUS community.

Incomplete Sanctions

2m. Failing to complete sanctions assigned by the Judicial Board or the Judicial affairs Officer by the deadline. Incomplete sanctions result in one being automatically and immediately found responsible for violating this policy and will initiate additional judicial action.

Class 3

Drug use

3a. Possession, consumption or the distribution of any illegal or prescription drug use not accepted by FUS as guided by US or Swiss law.

Destruction of Property

3b. Excessive damage to any university or public property or the property of another individual.

Firearms and Explosives

3c. Possession or use of weapons, firearms, or explosives, including fireworks.

Threatening Behavior or Violent Acts

3d. Creating a hostile and potentially unsafe environment through the making of threats or any physical acts of violence.

Sexual Harassment or Indecent Behavior

3e. Creating a hostile or unwelcome environment through sustained inappropriate, obscene, or indecent speech or behavior, or emotional and/or physical harm.

Acts of Intolerance or Injurious Disrespect for Difference

3f. Any act of intolerance with specific regard to the diversity of our community including, but not limited to, race, ethnicity, gender identity, sexual orientation, national origin, ability, socioeconomic class, religion/spirituality, culture, age, size, and political affiliation.

Emergency Situations & Endangerment

3g. Falsely reporting an emergency situation.

3h. Any behavior which compromises the safety or wellbeing of an individual or group within Franklin University Switzerland or the surrounding community.

Accumulation of Violations

The third violation of any class will automatically count as a violation of the next higher class

Two Class 1 violations = one Class 2 violation

Two Class 2 violations = one Class 3 violation

At the beginning of each academic year, a student has the right to meet with the Judicial Affairs Officer to discuss the possible removal of a reasonable number of Class 1 and/or Class 2 violations from their total accumulation.

The duration of sanction requirements for Class 3 violations will be stipulated by the relevant Hearing Panel of the Judicial Board when the violation is adjudicated in the sanction letter. If suspension is part of a student's sanction, housing or registration privileges will not be affected, unless otherwise stipulated in the sanction letter.

Violations on Academic Travel

Any violation occurring on Academic Travel will automatically count as one classification higher than violations taking place on-campus.

Guests

Any student hosting a guest or guests shall be held responsible and will be sanctioned for their guests' violations to the Standards of Conduct. It is the responsibility of the host student to accompany their guests at all times. Guests may be defined to include students visiting a residence in which they do not live.

Due Process

Class 1 and 2 violations

All parties involved in Class 1 or 2 violations will be treated with care, concern, honor, fairness, and dignity.

With regard to Class 1 and 2 violations, a student accused of violating the Student Code of Conduct has certain rights:

- To be advised of pending allegations.
- To review the available evidence.
- To respond to the charges that have been stated.

- To have the right to appeal.

Class 3 Violations

All parties involved in a Class 3 violation will be treated with equal care, concern, honor, fairness, and dignity.

With regard to Class 3 violations, accused students have the following rights:

- To be advised of the pending allegations.
- To review the available evidence.
- To respond to the charges, including the right to submit a written account relating to the alleged charges.
- To present relevant evidence and witnesses.
- To have the right to appeal.

Note: Violations can be reported any time after the event. However, to ensure fairness for all parties involved and a timely procedure from the Judicial Board, once an initial report has been made, a full statement regarding the incident must be issued within a maximum of one week. If no statement is forwarded to the JAO within that deadline, the JAO and/or the Judicial Board Co-Chairs will not guarantee timely action regarding that specific case and may even rule for the non-prosecution of that specific case.

Potential Sanctions

Sanctions at Franklin University Switzerland are always designed with the primary intent of upholding community standards. The educational mission of the university and the university-wide learning goals serve as primary guidelines for how student development is defined in the Judicial System.

The JB Co-Chairs and/or the JAO have the right to share any violations with professors leading an Academic Travel and/or the Dean of Academic Affairs, who may subsequently make the decision to exclude the student from academic travel.

Information about the behavior of study-abroad students during their time at Franklin University Switzerland may be reported to their home institutions.

Class 1 Sanctions

In addition to educational sanctions, community service, campus service or some kind of relevant service to the university, or other sanctions deemed appropriate by the JAO, violations may include a monetary fine of up to 200 CHF or more if restitution of damages exceeds this amount.

Class 2 Sanctions

The JAO shall have the right to apply disciplinary sanctions as they deem necessary. Sanctions may include, but are not limited to:

- Restitution of damages
- Campus service or some kind of relevant service to the university
- Community Service (to be monitored/supervised by a staff or faculty designee)
- Counseling
- Suspension from Activities
- Being banned from residences
- Being banned from campus
- No contact with complainants

Class 3 Sanctions

The JB Co-Chairs or a relevant Hearing Panel (see below) shall have the right to apply disciplinary sanctions as they deem necessary. Sanctions may include, but are not limited to:

- Expulsion or ban from residence, temporary or permanent
- Temporary suspension from the university
- Permanent expulsion from the university
- Restitution of damages
- Campus service or some kind of relevant service to the university
- Community service (to be monitored by the JAO and supervised by a staff or faculty.)
- Counseling
- No-contact with complainants
- Suspension from Activities

Note: The Judicial Board may set conditions for the readmission or re-institution of a student's status at Franklin University Switzerland.

Special Automatic Procedures for Class 3 Violations

Given the severity of Class 3 violations, the following special automatic procedures apply:

- All Class 3 violations of the Code of Conduct will be reported to the Financial Affairs Office and may influence the eligibility to receive Financial Aid.
- Depending on the case, the JAO or the Judicial Board Co-Chairs may share information regarding a specific case with the Academic Travel leader(s) of the student(s) involved in a Class 3 violation. The shared information will

remain at all times confidential but may influence the ability of the student(s) to participate to the travel portion of the Academic Travel course.

- In general, all students found guilty of a violation of the Code of Conduct will be charged an administrative fee. Administrative fee may also be charged in case of false accusations. The JAO and the Judicial Board Co-Chairs have the right to waive the administrative fee.

Follow-up to Class 3 cases

After the conclusion of a Class 3 case, the JAO or the Judicial Board Co-Chairs may call the parties involved in the case for a follow-up discussion. The discussion is meant to be informal, and thus non-mandatory, and is aimed at assessing the effectiveness of the judicial procedure. The discussion will not re-open the case, nor modify the sanctions decided for that specific case.

Judicial Hearings

In Absentia Policy

In the event that the JAO or JB Co-Chairs determine a hearing with an accused student is necessary, they will notify the student via email no fewer than two full days (in which classes are in session) in advance of the meeting. If the student does not attend or request a different meeting time in advance of the hearing, the individual(s) adjudicating the matter will make a decision with the information they have at their disposal. This may result in the student being found responsible for violating the Code of Conduct *in absentia*.

Judicial Board Hearing Panels

In the case of Class 3 violations the JB Co-Chairs decide whether to conduct a hearing and call a Hearing Panel. A hearing may be proposed by the Judicial Affairs Officer and/or the parties involved.

The standard procedure is as follows:

- Incidents will be reported to the JAO who will meet with the parties involved and conduct a preliminary investigation.
- The JAO will report to the JB Co-Chairs and forward all relevant documentation. Together as a group, they will determine the need for a hearing. In the event that there is no consensus, a decision will be taken by majority vote among the JAO and the two JB Co-Chairs.
- If necessary, the JB Co-Chairs may meet with the student parties to get more input. It is the right of either student party to request a judicial hearing; the JB Co-Chairs will take this into account.

- No-one can decide individually to conduct a hearing, nor announce such process.
- No other university stakeholder can interfere in this process.

In the case of a hearing, involved students have the following rights:

- To know the identity of individuals who have been invited to attend a hearing.
- To a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for good reason.
- To hear and question witnesses and the accuser. (See below for exceptional arrangements.)
- To hear and review available evidence.
- The right to submit unlimited letters of support.
- Timely adjudication of charges, allowing for the needs of the Hearing Panel to ensure a fair and impartial decision.
- To involve and consult a faculty or staff advisor (required to be a member of the FUS community) for support before and during a hearing.
- The primary role of an advisor is to provide emotional support. In general, the advisor will not participate actively in the hearing, unless the panel deems it appropriate. (See below.)
- When allegations of violence are in question, preventive measures may be applied to ensure the protection of the complainant and the community at large. These may include no-contact or gag order.

If a hearing panel is called, it will be constituted as laid out above. As a first step, the hearing panel will meet to decide on specific procedural matters for the case in question. These include:

- The date and conduct of the hearing.
- The number of witnesses each party may present. Panels can choose to allow a minimum of two and a maximum of four witnesses.
- Any time limits on interventions by the accuser, the accused and/or the witnesses, and for deliberations.
- The possibility for the advisors to intervene or not, and how, during the proceedings.
- Whether the accuser and accused need to be simultaneously present during the hearing. If depending on the circumstances, the panel decides to separate the parties; it will consider an alternative mechanism to allow the accused party to question witnesses and accuser. (See below.)

After this meeting, the parties will be informed about the timing and the details of the hearing procedures.

Decisions of hearing panels will be made with a four-vote majority, out of the five members. If a panel fails to reach a decision under this requirement, it may choose

to forward the matter to the appellate authority with a simple majority for a final determination. In this case, any decision will not be made public until the appellate authority (generally the Dean of OSL) has determined.

Hearing panel discussions are confidential and cannot be disclosed to any parties involved.

After the hearing panel reaches a decision, both parties will be informed promptly, and in writing, by the JB Co-Chairs of the outcome of the hearing, as well as any appeal procedures. Any sanctions decided by the panel will be administered and followed up by the JAO.

Sanctions from the FUS Judicial Board process may include official reprimands, educational programming, community service, suspension and/or expulsion. (See above.) The details of the sanction(s) will vary on a case by case basis. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available.

If a sanctioned party fails to comply with sanctions, the JAO has the power to expand them and will report to the JB Co-Chairs, who may take appropriate action or call the relevant hearing panel again.

In the absence of conclusive evidence, the hearing panel reserves the right not to prosecute or reach a decision. In such an event, all measures in place at the time of the hearing will continue unless both parties request their annulment, records of the case will be kept on file by the JAO and may be used in future judicial procedures involving the same individuals.

In case of a police investigation, a possible outcome is that the accused (including a Franklin student) may be prosecuted under Swiss law. If the case is brought to the police and a FUS student is found guilty under Swiss law, the JB Co-Chairs and the JAO may decide on further FUS-specific measures. The student may be suspended or expelled from FUS for the first offense.

Intended and tentative timeline:

The JB Co-Chairs will strive to run the above hearing process as swiftly as possible. Yet, every case is different, and there may be extraordinary circumstances. A tentative timeline is laid out below. If this timeline cannot be pursued, all parties will be kept informed. Participants may also request an extension, which should be granted if it will not unduly prejudice the rights of the other party.

The tentative timeline of a hearing incorporates the following stages:

- Pre-hearing investigation: the JAO will strive to implement interim measures and conduct any necessary research or interviews within two “business”

weeks, before forwarding the case to the JB Co-Chairs. Temporary delays could occur when Swiss law enforcement specifically requests and justifies a longer delay.

- Hearing: the JB Co-Chairs will strive to convene a hearing within two “business” weeks after receiving the written request and full documentation from the JAO. Ideally, the JAO will forward the case and relevant documentation simultaneously.
- Decision: after the hearing, the JB Co-Chairs will strive to communicate the decision to the parties within 3 business days of the hearing. If the panel decides to forward the case to the appellate authority (e.g., Dean of Student Life and Engagement, see above), this communication will be necessarily delayed. The appellate authority will strive to decide as quickly as possible.
- Appeal letters: must be submitted in writing by the date indicated in the decision letter.
- Appeal decisions: typically issued within 5 business days of submission of the appeal.

Special procedures in case of violations of Class 3d, 3e, and 3f

Franklin University Switzerland is committed to maintaining working and learning environments that are free from various forms of harassment and discrimination. These violations may involve special disciplinary proceedings. Franklin University Switzerland may address cases of Class 3d, 3e and/or 3f violation in one, or a combination of, the following three ways:

Mediation

- If there is a chance that mediation can be used to help resolve an incident, the JB Co-Chairs, the Hearing Panel and/or the Judicial Affairs Officer may suggest this mechanism. If all student parties agree, the JAO will follow up with the appropriate people to facilitate mediation. Mediation aims to clarify the situation in order to facilitate mutual understanding and help the accused and the accuser come to an agreement.
- The privacy and severity of the case will determine whether mediation can be done through an open discussion, with or without an appropriate counselor. It is important to note that mediation alone will not lead to the issuing of sanctions.
- After mediation session, there will be a written report for the purpose of records. This report may also be used as pertinent material in the case of a hearing.

Hearing

- FUS is committed to providing a fair and impartial process that considers the rights of all parties involved. In cases of a class 3d, 3e and/or 3f violations

where mediation fails or is not possible, a Hearing Panel of the Judicial Board may be called to hear the case. Such hearings will follow standard judicial procedure as laid out below.

- Depending on the severity and privacy of the incident, the JB Co-Chairs may choose not to include students in the Hearing Panel. In that case, a faculty or staff member of the JB will be appointed instead.
- Depending on the specific situation and upon the recommendation of the Judicial Board Co-Chairs, the Hearing Panel may choose to implement special measures.

Filing a Police Report

- Complainants in Class 3d, 3e and/or 3f violations have the right to file a police report with the local authorities at any time, and regardless of whether a mediation and/or a hearing has taken place. This option allows the victim to press criminal charges against the accused.
- If the complainant has decided to file a police report, FUS will support the local authorities in their investigation of the case and this process will take precedence over an internal hearing.
- If a police report has been filed and a Hearing Panel of the Judicial Board has been called, the hearing panel will decide independently how to proceed. It may choose to wait until the police process is completed, or define an extended timeframe for their hearing, or choose to only consider specific aspects of the case that are not in empathy with the FUS values. This decision will be communicated to the student parties as promptly as possible.

Additional measures in case of class of 3d, 3e and/or 3f violations

Please note that in case of class 3d, 3e and/or 3f violations, the JAO may immediately issue no contact letters for all parties involved to ensure protection and safety. Furthermore, as the hearing process develops, the JB Co-Chairs and/or the JAO may additionally impose a gag order to prevent a proliferation of rumors or sensitive information that may be disruptive to a fair and impartial process.

Disclosure Policy

In general, no information regarding violations of the Code of Conduct will be disclosed during Faculty Assemblies or Staff meetings. That applies to all classes of violation, independently on whether a Hearing Panel to conduct a Judicial Board Hearing has been called or not. However, the Judicial Board Co-Chairs, in agreement with the JAO, maintain the right to inform Faculty and Staff members whose work may be influenced by the judicial produce at hand (see for example

above, Special automatic procedures for Class 3 violations). All information will always remain confidential.

Appeals

Should any participant in the judicial process believe that procedure has not been followed or that the judicial process has been applied in an unfair manner, they may file an appeal with proper justification with the JB Co-Chairs (in the case of Class 1 and 2 violations) or the Dean of Student Life and Engagement (in the case of Class 3 violations). The appealing party must notify the relevant individual(s) by email or in writing of their intention to appeal by the date indicated in the decision letter.

As stated above, the Dean of Student Life and Engagement convenes, as the non-voting chair, a panel of three JB members (one student, one staff member, and one faculty member) who were not involved in the initial hearing who will serve as the appellate authority for decisions made by a JB Hearing Panel concerning a Class 3 violation. In case of a conflict of interest, the Dean or the JB Co-Chairs may instead forward the appeal to the President or a presidential designee who will serve as the appellate authority for Class 1 and 2 violations or, for appeals of Class 3 violations, as the non-voting chair of a panel of three JB members (one student, one staff member, and one faculty member) who were not involved in the initial hearing.

Decisions may be overturned by an appellate authority only under the conditions of:

- Failure to follow judicial procedures
- The presentation of new evidence not available during initial hearing procedures
- Unfair process

Note: Days during Academic Travel periods will not constitute Academic days. Academic days are those on which full class schedules are held.

Guidelines for Conduct on Academic Travel

Student should remember, at all times during Academic Travel, that they are representatives of Franklin University Switzerland and of their own countries.

Any actions which interfere with, or make more complicated, the fulfillment of the academic purpose of the trip are considered disruptive. This includes loud parties, excessive drinking, missing or arriving late to planned visits, or being in such a condition as to prejudice the academic purpose of the trip.

Any actions which interfere with another person's rights or are disturbing to either FUS students or citizens of the place the student is visiting are considered disruptive.

Any student who is judged by the professor leading Academic Travel to be disruptive may be dismissed immediately from the trip. Instances of a dismissal from the trip and/or disruptive behavior will be reported to the JAO and/or the JB Co-Chairs.

A student who has not observed the norms may be called before a JB Hearing Panel and will be subject to the appropriate disciplinary process.

Section 5: Student Grievances

Student Grievance Policy

Students who believe they have been aggrieved according to the specifications in the Student Handbook should utilize the Student Grievance Policy to resolve that grievance.

As part of the institution's efforts to foster and cultivate a culture of mutual respect and open dialogue, grievances should be first discussed with the concerned party or parties: if the grievance is unresolved, the student should proceed up the chain of command (see Student Grievance Procedure Diagram) until the grievance has been satisfactorily settled.

Any student who feels aggrieved may consult with the Judicial Affairs Officer concerning the process and the procedures. All persons who become involved in the process will attempt to resolve the grievance before any formal grievance review by an Independent Review Board or Judicial Panel hearing. In addressing grievances, the University will balance the needs and rights of all parties in a fair and unbiased process.

Although a person submitting a complaint (affected party) is not required to provide any personal information, we HIGHLY recommend that you provide, at a minimum, an email address where you could be contacted. This is especially important if there are follow up questions or responses that may be important or necessary. If an affected party fails to provide any identifying or contact information, it may limit the University's ability to look into or fully respond to a situation. The privacy of the person filing a grievance, along with the contents of the complaint, will be maintained to the extent that the university conduct process allows.

The appropriate Judicial Panel Hearing or Independent Review Board will hear any case in which a student thinks one of the rights listed in the Statement of Students' Rights has been denied. The appropriate hearing panel or review board will consider only whether the challenged action or decision by a member of the faculty, administration, student body or any agency of these groups was unfair (arbitrary) or capricious.

The Judicial Hearing Panel or Independent Review Board will first examine the facts presented in writing by the student. If the Judicial Hearing Panel or Independent Review Board judges that there is sufficient evidence, it will investigate the matter and hear testimony. If the hearing panel or review board decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights. The decision

of the Judicial Hearing Panel or Independent Review Board will be binding on all parties concerned unless the decision is appealed to the Dean of Student Life and Engagement or to the President.

The grievance process (through resolution, but not including appeal) will normally be completed within 60 days after the University begins its investigation. The Independent Review Board or Judicial Hearing Panel may extend this time frame for good cause with written notice to the affected party and respondent. Good cause for such extension may include but is not limited to, the following: the complexity of the case requires additional time; multiple parties are involved; witnesses or parties are unavailable; the University is closed or on an academic break; or a University investigation would compromise a police investigation.

The affected party may initiate or withdraw from participation in the grievance process at any time. Once an investigation has begun, however, the University may proceed with the conclusion of the investigation without the affected party's participation if the complaint involves pattern, predation, threat, weapons, and/or violence, or if it is otherwise determined that a significant threat to the University community must be addressed.

Student Grievance Appeal Procedure

Either interested party (affected party or respondent) may appeal a decision in writing by the deadline given in the Judicial Hearing Panel decision letter to the Dean of Student Life and Engagement or to the President of the University for an Independent Review Board decision within five days from the receipt of the decision. Decisions of the Dean of Student Life and Engagement and the Independent Review Board may be overturned only under the conditions of a) failure to follow judicial procedures, b) the presentation of new evidence not available during the initial procedures or c) capricious application of recourse. The President will review the written appeal and communicate their determination within two weeks. The President's decision is final and binds all parties. If the dispute involves the President, a final decision will rest with the Board of Trustees.

Student Grievance Procedure Diagram

Student Grievance Procedure Diagram

Please read the Student Grievance Policy and the Student Grievance Appeal Procedure above for a full explanation of the Student Grievance process. Below is a diagram to visually summarize this process.

