



STUDENT HANDBOOK

2020-2021 ACADEMIC YEAR

MISSION

The Office of Student Life facilitates student learning and development through intercultural opportunities, immigration support, health and wellness services, and other co-curricular experiences.

ABOUT US

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.

EQUAL OPPORTUNITIES

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.

LEARNING OUTCOMES

Students will be able to:

- Demonstrate an understanding of, and develop relationships within, the Franklin and surrounding communities while utilizing Franklin and local community resources.
- Demonstrate civic responsibility, ownership, and accountability on and off campus.
- Display intercultural maturity in all aspects of your life.
- Demonstrate the ability to contribute to accomplishing group goals and objectives.

WELCOME TO FRANKLIN UNIVERSITY SWITZERLAND!

Welcome to Franklin from the Office of Student Life (OSL)! Franklin students are expected to read the Student Life handbook carefully and become familiar with the information to facilitate a successful student experience.

The OSL staff coordinate and manage 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, inside and outside the classroom. Student Life staff help to facilitate student transition to Franklin through orientation and “Tutte le Strade” First-Year support programming, co-curricular involvement, and personal development and success.

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

The Office of Student Life programs and services are designed to help students explore 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 help students build careers that take them beyond national 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.

Best regards,

A handwritten signature in blue ink, appearing to read "Deborah Knaust".

Deborah Knaust, EdD
Dean of Student Life & Engagement

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THE FRANKLIN MISSION



The Franklin Mission

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.

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.

The Office of Student Life (OSL) knows that student engagement outside the classroom is critical to success in the classroom and in life. Students are invited to participate in a wide range of activities, events, trips, and programs outside of the classroom that enrich their entire Franklin experience. The OSL supports students on their paths to success by helping them live healthy, fulfilling lives throughout their time at Franklin, inside and outside the classroom.

Students should direct inquiries about the following topics to the Office of Student Life located in Airone Hall and online at: <https://moodle.fus.edu/course/view.php?id=3167>

Office of Student Life

- Housing and Residence Life
- Swiss Student Immigration
- Students Who are Under 18 Years of Age
- Driving in Switzerland
- Student Parking
- Health and Well-Being
- Health Insurance
- Involuntary Withdrawal Policy
- Recreation Sports
- Career Services and Franklin Career Navigator
- Judicial Affairs and Student Code of Conduct
- Safety and Security
- The Falcon Card
- Food Service and Meal Plans
- Falcon's Nest
- Life-Long Learning Scholarship (LLLS) Program

HOUSING AND RESIDENCE LIFE



RESIDENCE LIFE

Vision

To develop a “home away from home” that fosters students’ sense of curiosity while collectively challenging them to become global citizens.

Mission

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.

Living in Franklin University Switzerland Residences

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 Assistant Director 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.

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 sign and adhere to the Gender-Neutral Housing Policy Agreement

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 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 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.



FRANKLIN RESIDENCES

All rooms and apartments in Franklin University Switzerland residences are fully furnished with the exception of bed linens, towels, pillows, and comforters or blankets. (Linens are available to rent from the Office of Student Life. Please note that only cash is accepted to cover the linen rental fee and deposit.) 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 and sold to interested students at the start of the academic year. The funds from this sale are used to support campus programming hosted in the Falcon's Nest. Students may also buy home items at IKEA or local shopping centers. Laundry facilities are available in every residence.

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

Living Off-Campus

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.
- Acknowledge (by signing and submitting the form) that the student 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 Assistant Director of University Housing.

Students who wish to live off-campus must apply through the Office of Student Life. Students who want to live off-campus must also sign the Off-Campus Living Agreement. 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 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 the Swiss Residency 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.

Checking in/out of Franklin University Switzerland Residences

Check-In for students new to Franklin

Residential students will:

- Be asked to turn over their passports for a brief period of time at the beginning of the semester in order to obtain 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 orientation and the meeting time and place of the first meeting of their residence hall.

Check-In for Returning Students

Check-in for returning students will occur at the Office of Student Life during specific hours on the day specified in the Housing Agreement in an e-mail sent to all students in August. Returning students may also be required to submit their passports for a brief period of time in order to renew their Swiss Residence Permits. 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. Students who arrive early will be asked to find their own accommodations off-campus until the scheduled check-in date. 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.

- All food and trash must be disposed of properly.
- All dishes must be clean and put away.
- All items that did not come with the room, or were not on the room inventory list included on the 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.
- Doors should be left locked, while windows and blinds should be closed and locked.
- All students must schedule a check-out time with his/her Resident Assistant
- 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 e-mailed 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 will result in a 300 CHF charge.

Students will be fined for missing inventory and any room damages that occurred while they were occupying a room/apartment. Any extra items left in rooms 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 his/her residency permit and health insurance card to 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 his/her 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 searches when deemed necessary.

Keys

During the check-in process, each resident must sign out their specific room/apartment key. The room key(s) are the student's responsibility and should never be lent to anyone. If a key is lost, the resident must immediately notify the RA and then fill out a Lost Key form in the Office of Student Life. A lock change will then occur, and the resident will be billed 300 CHF for the cost of the key and lock replacement. Because all keys are registered for security reasons, copies may not be made at any store in Lugano.

The Office of Student Life expects residential students to keep their room/apartment doors locked when they are not home. 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 e-mail 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, replacing light bulbs, 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, one's 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 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. Since apartments may be unoccupied for a long period of time, staff enter to ensure that they are closed up properly (ex. appliances are off, windows and blinds are closed, doors are locked, and items that may rot and cause damage are removed). Staff are required to lock all doors when they exit an apartment – including individual bedrooms in suites. Individual bedrooms in suites 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 or Academic Travel, 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 and Apartment Inventories (RCR)

Once a student checks into his/her room/apartment, the student will complete a Room Condition Report (RCR) with his/her Resident Assistant. The general condition of the

room/apartment and its contents at the time of check-in are noted on. This same inventory will be used at the time of check-out. Please pay special attention to any marks on walls or floors present prior to you moving into the room. Also, be sure to record any damages to furniture you notice at the time of check-in. You will be charged for any damages that occur 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 damages 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 damages 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 directly responsible.

Decorating Your 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 rent a linen set from the University for the semester. The rental fee and deposit, which must be paid in cash at the time of rental.

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 students account for replacement.

Repairs

Any resident with something in need of repair in his/her room/apartment should alert their Resident Assistant or the Office of Student Life immediately. To ensure maintenance repairs, students must fill out a Residence Work Order by filling the online work order:

https://docs.google.com/forms/d/1jtr7vwg4D_KqBEEKAJ8QFLEaBaRq72eeS1vE_5ljMlg/vie/wform

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 and can be bought at any supermarket and are labeled "SACCHI PER RIFIUTI." Under Swiss law, these bags should never contain glass, plastic, liquids, hot ashes, or heavy or big objects. Once the 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 under Swiss Law.

Additionally, they will be faced with disciplinary sanctions by the University and including potential 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 checked out from your Resident Assistant. 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. Boxes and labels for this storage opportunity may be purchased in the Office of Student Life front desk at the end of the academic year per instructions sent to all students via e-mail.

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 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 or 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:

- 1) Keep your door locked, even if you leave your room/apartment for only a few minutes;
- 2) Be sure to keep your windows shut and locked when you are not home;
- 3) Keep your valuables and passport in a secure place;
- 4) Do NOT prop entrance doors to residences. If you notice an entry door open, please close it;
- 5) 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;
- 6) If you notice anything strange or suspect, immediately contact your Resident Assistant or call the RA duty phone;
- 7) Although Lugano and Sorengo feel safe, it is best to not walk alone after dark.

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

Smoking Policy

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, and shisha) in Franklin University Switzerland residences are strictly prohibited. In Airone, Panera, and Giardino, smoking is permitted on balconies, provided that the door to the room or residence is closed. In DaVinci, smoking is not permitted on any balconies at any time. 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 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.

BBQ/Grilling Policies

Grills are permitted only on the ground floor of residences that have a common outdoor area. All grills must be kept away from the residence to prevent fire hazards and may never be brought inside or be placed on any balcony or public walkway. Any students found to be grilling in non-permitted 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 Assistant Director of University Housing. 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's not a difficult thing to do and may save you and your roommate a lot of stress later on. Remember, it's 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 his/her possessions. Mutual understandings should be reached between you and your roommate regarding the specific length of time and manner in which your room/apartment will be used for entertaining or housing guests. These must be outlined in the roommate contracts, which are completed with the RA. The roommate should not feel compelled to leave the room in order to accommodate a guest, nor should he/she 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 Assistant Director of University Housing, a student may change rooms, provided that there is other space available and the student has already spoken to his/her RA to try and resolve the conflict.

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 into another residence without prior permission of the Assistant Director of University Housing. Simply switching keys and moving without working in conjunction with the Assistant Director of University Housing 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 apartments must make an appointment with the Assistant Director of University Housing to discuss potential options. Additionally, students who elect to change rooms after the fall semester will be held fully responsible for all cleaning charges associated with cleaning the room/apartment that they are vacating. A student who changes rooms/apartment at semester will have to fully vacate the space, completing a checkout and will not be able to check in to the new room/apartment or receive the key until the student returns for the following semester. The storage of items is the responsibility of the student. Students will also be responsible for purchasing credit for a new laundry card for their new residence.

Room/Apartment Vacancies and Consolidation of Empty Spaces

Changes in housing assignments, including the allocation of empty beds, are arranged through the Assistant Director of University Housing. Any student occupying a double room as a single will be billed the single room rate due to the occupancy of the space and the increased cleaning cost at the end of the year. Two students occupying a triple as a double will be billed the double room rate due to the occupancy of the extra space and the increased cleaning cost at the end of the year. Openings in rooms/apartments will 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. If a student would like to request this room to be opened, they can make this request understanding that they will be charged the standard housing cost, should the room not be needed by the University. If any student is found occupying or using a vacant room/apartment in any way he/she 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 to “block” that space. The Assistant Director 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 charge the single rate for the room plus a USD 1500/CHF 1500 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 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. Although Franklin University Switzerland will do its best to notify students in advance, it may be necessary to hire a service provider 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 Assistant Director 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.

FRANKLIN UNIVERSITY SWITZERLAND STANDARDS OF CONDUCT



CODE OF CONDUCT

Purpose

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 Assistant Dean of Student Life)
- Resident Assistants (RAs) and the Assistant Dean of Residence Life and Student Programming
- 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 e-mail.
- 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 Director - Residence Life and Housing

The RAs record and report violations of the Franklin Code of Conduct in the course of their duties. These incidents are reported to the Assistant Dean of Residence Life and Student Programming and the Judicial Affairs Officer (JAO) on an Incident Report Form (IRF). 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.
- 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

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

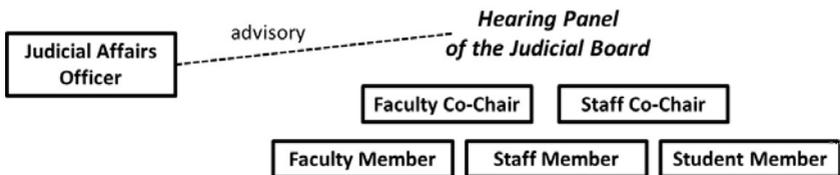
order to ensure a fair and impartial process. (See below for details on Hearing Panels and judicial proceedings.) Hearing Panels will be assembled by the Co-Chairs to hear any individual case, and will be comprised of five voting members:

- 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

Social Media and Digital Presence

- 2j. 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

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

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 nonprosecution 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:

In addition to educational sanctions, community service, 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:

The JAO shall have the right to apply disciplinary sanctions as he/she deems necessary. Sanctions may include, but are not limited to:

- Restitution of damages
- 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:

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
- 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 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, 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 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, he/she 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 (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 is 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 forward instead the appeal to the President or a presidential designee.

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.

STUDENT GRIEVANCE POLICY



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.

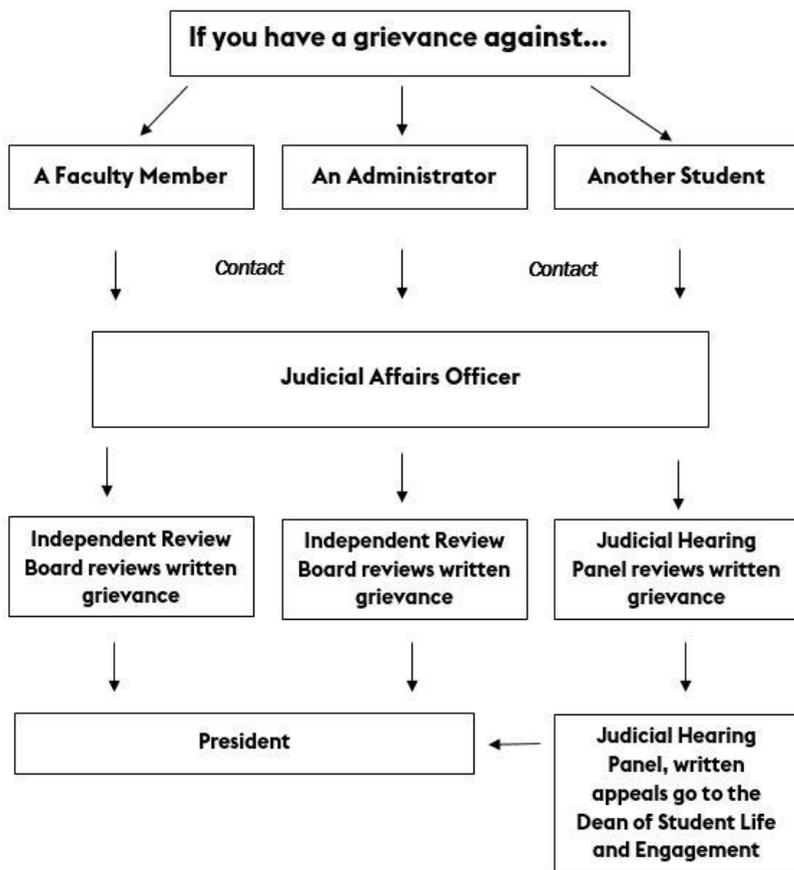
The affected party may initiate or withdraw from participation in the grievance process at any time. Once an investigation has begun, however, the University may proceed with the conclusion of the investigation without the affected party's participation if the complaint involves pattern, predation, threat, 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 his/her 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

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.





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