

# du Lac: A Guide to Student Life

---

## Student Life Policies

In addition to the University's [Standards of Conduct](#), all individual students and recognized student groups are required to abide by all Student Life Policies as articulated below. All recognized student groups are also required to abide by the [Recognized Student Group Policies](#). Any reported misconduct and/or questions regarding violations of these policies will be reviewed by the Student Activities Office or designee and may result in a referral to the [University Conduct Process](#) or Recognized Student Group Conduct Process. For the purposes of the following Student Life Policies, the term “recognized student group” refers to student clubs, organizations, and residence hall councils, officially recognized by the University through the Division of Student Affairs. Student Life Policies include the following:

- [Advertising, Posters, and Announcement of Activities](#)
- [Approval for Use of Student/Faculty/Staff Directory Information](#)
- [Contracts](#)
- [Demonstrations](#)
- [Fundraising](#)
- [Imprinting Items](#)
- [Merchandising](#)
- [Open Speaker Policy](#)
- [Petitions](#)
- [Questionnaires and Surveys](#)
- [Raffles and Other Games of Chance](#)
- [Religious Groups at Notre Dame](#)
- [Solicitation](#)
- [Student Media](#)
- [Student Purchases](#)
- [Ticket Sales and Promotion of Activities](#)
- [Communication with University Officials](#)

- [Unofficial Student Publications](#)
  - [Use of University Buildings and Grounds](#)
  - [Violations and Alleged Violations of Student Life Policies](#)
- 

## **Advertising, Posters, and Announcement of Activities**

Individual students may not advertise on campus. Recognized student groups may use University bulletin boards and digital screens to announce and advertise activities and events. Violations of this policy may result in the materials being confiscated and a referral to the University Conduct Process or Recognized Student Group Conduct Process.

All recognized student group print materials must receive a stamp from the Student Activities Office indicating the group is a recognized student group and that the event has been approved. The name of the recognized student group must be clearly identified on all print materials and content must reflect good taste. University departments are not required to have a stamp to advertise on campus. Non-University businesses are not permitted to advertise on campus. Businesses may advertise in The Observer and Scholastic.

All recognized student group digital promotional materials must be submitted to the Student Activities Office for uploading as means of indicating the group is a recognized student group and that the event has been approved. The name of the recognized student group must be clearly identified on all digital materials and content must reflect good taste.

All advertising placed on any University bulletin boards must not exceed 17" x 23". Signs are to be posted only in pre-designated areas and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways and doors. These directives do not apply to the interior of residence hall rooms, though residence halls may have and communicate policies regarding what adhesives may be used on walls based on specific types of wall surfaces.

Recognized student groups may request to have table tents, banners, or information tables on campus (LaFortune Student Center, Duncan Student Center, Huddle, Dining Halls, etc.). Requests must be submitted through the Student Activities Office for review and approval.

Individual students may not use sidewalk chalk on University property. Recognized student groups may request through the Student Activities Office to advertise events using sidewalk chalk only on outdoor surfaces. Once approved, recognized student groups may use sidewalk chalk in the vicinity of North and South dining halls, Duncan Student Center and LaFortune Student Center. Chalk is not approved on Main Quad, in the vicinity of academic buildings, or on walls, stairs, ramps, or building entryways. All messages must be appropriate and include the name of the sponsoring group. Paint of any kind is prohibited on all outdoor surfaces.

The advertising of alcohol by individual students, recognized student groups and student media outlets is prohibited on campus. Advertising for events involving the use of alcohol, which directly or indirectly refers to alcoholic beverages in any form, may not be posted or distributed on any University property. Print, electronic and broadcast media funded in full or in part by the University, by University solicited funds or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

---

## **Approval for Use of Student/Faculty/Staff Directory Information**

Permission from the Director of Student Centers, Activities, and Events or designee is required for any individual student or recognized student group to receive lists of students, parents of students, faculty and/or staff.

---

## Contracts

Individual students may not enter into any legal contract on behalf of the University. All proposed contracts (for both virtual and in-person events) with non-University agencies (such as airlines, buses, bands, speakers, disc jockeys, vendors, food trucks, facilities for off-campus events, etc.) which will involve recognized student groups must be initiated through the Student Activities Office and approved by the Associate Vice President for Student Development or designee. The Associate Vice President for Student Development forwards all such proposed contracts to the Office of the Vice President for Student Affairs, who in turn forwards proposed contracts to the Office of the Vice President and General Counsel for review. When this review is complete, the Executive Vice President, or by delegation the Vice President for Student Affairs, the Associate Vice President for Student Development, or the Director of Student Centers, Activities, and Events executes such contracts. The University is liable only on contracts processed in this manner and only when such contracts are executed by the Executive Vice President, or by delegation the Vice President for Student Affairs, the Associate Vice President for Student Development, or the Director of Student Centers, Activities, and Events. The University will not assume legal liability for contracts executed by a student, recognized student group, or residence hall facility. Students are encouraged to contact the Student Activities Office for consultation when events may involve contracts, agreements, or any other documents that require a signature. All recognized student groups should follow the [agreement](#) and [payment](#) procedures outlined by the Student Activities Office.

---

## Demonstrations

Demonstrations on University property may be organized only by members of the University community and must be peaceful and orderly. Demonstrations must adhere to time, place, and manner restrictions designed to (a) protect the health and safety of

participants and the campus community, (b) avoid disruption of the regular and essential operations of the University, and (c) maintain an atmosphere conducive to scholarly and educational pursuits.

In addition, all demonstrations must be registered in advance and in writing with the Vice President for University Operations, Events, and Safety or designee. That office will review the registration and advise whether the demonstration is approved, and if so whether it is subject to any time, place, and manner restrictions. Organizers of a demonstration must acknowledge agreement to any time, place, and manner modifications before proceeding.

Note, all recognized student group activity falls under the purview of the Student Activities Office. More detailed information can be found on the [Recognized Student Group Policies website](#).

---

## Fundraising

Individual students may not solicit funds or engage in other personal fundraising activities on-campus. All fundraising activities organized by recognized student groups that donate proceeds to internal and external organizations must be approved by the Director of Student Centers, Activities, and Events or designee. All outside organizations must be organized under Section 501c(3) of the Internal Revenue Code and further the mission and values of both the University of Notre Dame and the organization sponsoring the fundraiser.

A contract is required if using an outside company for fundraising activities (e.g. Blaze Pizza, Five Guys, etc.). Contracts for these activities may be obtained through the submission of an event request.

Residence hall food sales which involve only the sale of food and nonalcoholic beverages are considered an interhall matter since this activity primarily involves a service provided by members of a given hall for members of the hall. Students involved

in hall food sales should contact the Rector of their respective hall to discuss their particular situation and receive approval.

The Director of Student Centers, Activities, and Events or designee must approve all on-campus fundraising activities on home football game weekends. Limited concession stands will be allocated to recognized student groups before football season. If approval is granted, the recognized student group must abide by all fundraising policies. Unauthorized sales or sales outside authorized areas may result in the merchandise being confiscated and/or a referral to the University Conduct Process or Recognized Student Group Conduct Process.

Any funds collected by a recognized student group must meet the following requirements:

1. Funds and online fundraising may only be accepted in the form of Cash, Check (made out to The University of Notre Dame with the recognized student group name written on Memo line), Student Shop ND ([studentshop.nd.edu](http://studentshop.nd.edu)), Domer Dollars, or PayPal. Any use of other forms of payment (e.g. Venmo, Apple Pay, etc.) are prohibited unless approved by the Student Activities Office.
2. Recognized student groups cannot use non-University approved fundraising platforms to directly receive funding from donors, or to receive funding from donors through a third-party organization. These include but are not limited to GoFundMe, Kickstarter, and similar platforms.
3. No funds may be collected from any establishment whose primary purpose is a bar/tavern/pub, etc.
4. All funds collected through cash or check must be deposited immediately into the recognized student group's University account. At no point, should any member or advisor of a recognized student group take University funds into their personal possession or residence.
5. When soliciting a pass-through donation, recognized student groups must be clear that they are raising money for an outside entity and the donation is not going to the University of Notre Dame.

If a gift is being made to a recognized student group, the donor must donate through the [Department of Development](#) to ensure they receive proper acknowledgement from the University for their donation. Gifts cannot be accepted or processed by members of the recognized student group. Gifts received by recognized student groups via check must be routed to the Student Activities Office to ensure proper processing.

---

## Imprinting Items

All imprinted items (e.g., hats, shirts, uniforms, glassware) must be approved by the Director of Student Centers, Activities, and Events or designee before a product is ordered and/or produced. The full name or acronym of the recognized student group must be clearly identified on all imprinted items.

The University of Notre Dame controls all sales of products bearing the University's trademarks or including University identifiers. All imprinted items which contain words, pictures, symbols or logos representing "University of Notre Dame," "Notre Dame," "ND," "Irish," "Fightin' Irish," "Fighting Irish," the leprechaun, the shamrock, Golden Dome, the University seal or any other trademarks of the University must be approved first by the Director of Student Centers, Activities, and Events or designee and then by University Licensing. These approvals must be obtained prior to ordering or imprinting any items. Individual students may not utilize any words, pictures, symbols, or logos representative of the University without prior approval via the Licensing Department.

The use or likeness of external trademarks and logos require the written approval of the external trademark owner.

All imprinted items must be purchased through a University approved vendor. A list of approved vendors can be found on the University Licensing [website](#).

Violations of this policy (i.e. unauthorized imprinting of items or sales outside authorized areas) may result in the merchandise being confiscated and a referral to the University Conduct Process or Recognized Student Group Conduct Process.

Unauthorized purchases of imprinted items will not be approved for reimbursement by the University, and all costs incurred by the student will be the sole responsibility of the student.

---

# Merchandising

Merchandising is the activity of promoting the sale of goods to individuals both internal and external to the University. Recognized student groups are eligible to apply for permission allowing them to engage in merchandising activity. Individual students neither affiliated with nor acting on behalf of a recognized student group are prohibited from engaging in any type of merchandising activity without permission from the Director of Student Centers, Activities, and Events or designee. Groups that wish to engage in any type of merchandising activity that would take place on campus and/or involve Notre Dame students must submit a request to the Director of Student Centers, Activities, and Events or designee. Requests will be considered on the basis of benefit to the students, the uniqueness of the service to be offered, and the credibility of the organization involved to deliver a quality product.

Both exclusive and nonexclusive concessions may be applied for through this process. If exclusive rights are granted a special concession, a payment of a fee will be required for such exclusive rights. Any recognized student group receiving approval to merchandise and/or fundraise may be asked to submit a financial summary to the Director of Student Centers, Activities, and Events or designee upon completion of the merchandising and/or fundraising project.

Individual students, businesses, and groups from off campus are not allowed to sell any items on home football weekends. The Department of Athletics has granted exclusive rights to a concessionaire to sell souvenirs in the stadium area.

The following restrictions are placed upon all those granted permission:

1. Door-to-door sales are prohibited in University residence hall facilities.
2. All advertising signs and posters must be officially stamped by the Student Activities Office. Those granted permission may advertise in any of the campus media with these same restrictions. Advertising posters must contain the following:
  1. Sponsoring organization name;
  2. Description of product or service and prices;
  3. Date(s) and location of sale.

3. Advertising may not publicize the address or telephone number of any University residence hall facility as a business office or headquarters.
4. University residence hall facilities may not serve as a center of commercial activity. Telephones and mailing addresses of University residence hall facilities may not serve as telephones or addresses for a business office. University residence hall facilities may not be used to store inventory.
5. Any online sales by recognized student groups must be conducted through [Student Shop ND](#) or other methods approved by the Student Activities Office.
6. Payment for merchandised goods may only be accepted at the point of sale in the form of Cash, Check (made out to The University of Notre Dame with the recognized student group name written on Memo line), Domer Dollars, or PayPal. Any use of other forms of payment (e.g. Venmo, Apple Pay, etc.) are prohibited unless approved by the Student Activities Office.

Violations of this policy may result in the merchandise being confiscated and a referral to the University Conduct Process or Recognized Student Group Conduct Process.

The above merchandising regulations do not restrict an individual student from inviting and completing a business transaction in his or her room, e.g., with a pizza delivery person.

---

## Open Speaker Policy

Notre Dame students and recognized student groups are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means, which do not disrupt the regular and essential operation of the University.

Recognized student groups may invite and hear any person of their own choosing. The routine procedures required by the University before a guest speaker may be invited to appear on campus or virtually are designed only to ensure orderly scheduling of facilities, adequate preparation for the event, and conduct of the occasion in a manner

appropriate to an academic community. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

---

## **Petitions**

Individual students or recognized student groups who wish to collect signatures from students or members of the campus community for a letter writing campaign, to request an action to be taken, etc., should submit a request to the Director of Student Centers, Activities, and Events or designee prior to collection of signatures. Petition approval is necessary for both written and online petitions. Door-to-door solicitation/petition of signatures is always prohibited in residence facilities.

Violations of this policy may result in a referral to the University Conduct Process or Recognized Student Group Conduct Process.

---

## **Questionnaires and Surveys**

Individual students or recognized student groups wishing to distribute a questionnaire or initiate a survey not related to a credit-bearing class are required to request permission by submitting a copy of the questionnaire or survey instrument, along with a written explanation of the project's purpose and rationale to the Director of Student Centers, Activities, and Events or designee. Approval for questionnaire or survey distribution will be granted by the Associate Vice President for Student Development.

Questionnaires and surveys related to a credit-bearing class must follow all guidelines as outlined by [Notre Dame Research](#) under the Office of the Provost.

This policy applies to all questionnaires or surveys, regardless of the audience (e.g., Notre Dame students, faculty, staff, other academic institutions, representatives of any private or public corporation, etc.). Door-to-door distribution of questionnaires/surveys is always prohibited in residence facilities.

---

## **Raffles and Other Games of Chance**

Individual students may not host raffles or other games of chance on campus. Games of chance (including but not limited to raffles, door prizes, casino games, etc.) sponsored by recognized student groups must be approved by the Director of Student Centers, Activities, and Events or designee to ensure they are in line with Indiana state law. Alcohol, cash, and cash gift cards (Visa, Mastercard, American Express, etc.) may not be awarded as prizes.

For more information, please visit the Student Activities Office webpage on [Gaming](#).

---

## **Religious Groups at Notre Dame**

Notre Dame is a Catholic university with its own religious programs, which serve both the Catholic members of the community as well as persons of other denominations and faith traditions. The Congregation of Holy Cross, the professional staff of the Division of Student Affairs and the pastoral staff of the Basilica of the Sacred Heart have exclusive responsibility for the pastoral care of Notre Dame students, as it is coordinated by the Office of Campus Ministry. All other religious organizations, Catholic or of another faith, that seek to become involved in direct pastoral ministry, evangelization or catechesis on this campus or use University structures, facilities or services must also be approved and directly supervised by the Office of Campus Ministry for their individual programs. Authorization for such groups is dependent on the services that can be offered which are beyond the scope of the Office of Campus

Ministry. Any religious group, Catholic or of another faith, which is not financially accountable to the University or which is served, supported, or organized by clergy or staff not directly coordinated by the Office of Campus Ministry, will not be approved.

A group of another faith which is clearly organized to serve the religious needs of students of other faiths will be given approval if they meet the recognized student group criteria and receive the complete cooperation of the Office of Campus Ministry. On the other hand, any group which seeks to proselytize Catholic students or is in any way disrespectful of or antagonistic to the doctrine and tradition of the Catholic Church will not be approved.

These guidelines are in no way intended to infringe upon the Open Speaker Policy of the University, nor are they meant in any way to inhibit the religious freedom of our students. Rather, these guidelines seek to clarify the requirements necessary for religious groups to receive institutional support or organizational cooperation from the University administration.

---

## **Solicitation**

Any and all solicitation of funds, clothing, books, votes, signatures, petitions, memberships, subscriptions or similar activities on the campus or within the University buildings must receive approval from the Director of Student Centers, Activities, and Events or designee. Door-to-door sales and/or solicitation is prohibited in University residence hall facilities, unless permitted under campus election guidelines established by Judicial Council.

## **Soliciting Advertising**

Individual students or recognized student groups wishing to solicit advertising or to accept paid advertisements for any purpose must be initiated through the Student Activities Office and will be approved by the Director of Student Centers, Activities,

and Events or designee. Student publications and other groups soliciting advertising must conform to local, state, and federal laws.

## **Soliciting Corporate Sponsorship**

Individual students or recognized student groups wishing to solicit corporate and event sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. All requests or proposals must be submitted through the Student Activities Office and will be approved by the Director of Student Centers, Activities, and Events or designee.

## **Soliciting Funds**

Individual students or recognized student groups wishing to solicit funds from anyone outside the University, including alumni and the parents of students, must submit a request through the Student Activities Office and will be approved by the Director of Student Centers, Activities, and Events or designee and the Department of Development.

---

## **Student Media**

The University of Notre Dame recognizes that student media can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty, staff, and institutional authorities, and assist in the process of formulating and reporting student opinion.

Student media should be free of censorship and advance approval of copy, and their editors and managers should be free to develop their own editorial policies and news coverage. At the same time, this editorial freedom entails the corollary responsibility to

be governed by the canons of responsible print and broadcast journalism and allows for the expression of various points of view. All student media are subject to the same policies that govern all recognized student groups.

Editors and managers of student media, which are supported by recognized University bodies (recognized student groups, colleges, departments, etc.), should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal, and then by orderly and prescribed procedures.

Print, electronic, and broadcast media funded in full or in part by the University, or by University solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

All student media should carry a prominent statement that the opinions expressed are not necessarily those of the college, University or student body.

---

## **Student Purchases**

Individual students may not charge purchases to the University or any University budget account. Any charge incurred is the responsibility of the student, who alone is liable for the payment. Violations of this policy may result in a referral to the University Conduct Process.

More information regarding purchasing on behalf of a recognized student group can be found on the [Recognized Student Group Policies website](#).

---

## **Ticket Sales and Promotion of Activities**

Individual students are not allowed to organize ticket sales or the promotion of non-University sponsored activities on-campus. Ticket sales or the promotion of activities on behalf of recognized student groups may be done in the dining hall lobbies, LaFortune Student Center, and Duncan Student Center. Requests should be submitted at least two weeks in advance to the Student Activities Office. Permission will be granted by the Director of Student Centers, Activities, and Events or designee, and also by Campus Dining when applicable. A box office is operated at the LaFortune Information Desk as a service to recognized student groups.

Violations of this policy may result in a referral to the University Conduct Process or Recognized Student Group Conduct Process.

---

## **Communication with University Officials**

Individual students or recognized student groups, including any branch of the Undergraduate, Professional, or Graduate Student Government governing bodies, wishing to submit an official request or proposal (other than a purely personal communication) to the President, a Vice President, a member of the Board of Trustees, or a member of any University Advisory Council, must first submit the request or proposal in writing to the Director of Student Centers, Activities, and Events. Approval will be granted by the Associate Vice President for Student Development.

---

## **Unofficial Student Publications**

Approval for the sale and distribution of student and community literature on campus must be obtained from the Associate Vice President for Student Development. All requests must be initiated through the Student Activities Office. The University of

Notre Dame should not prohibit the orderly distribution of student literature on campus except that which could be reasonably construed to be in violation of the law.

Violations of this policy may result in the literature being confiscated and a referral to the University Conduct Process or Recognized Student Group Conduct Process.

---

## **Use of University Buildings and Grounds**

Individual students may not reserve space within University buildings, outdoor grounds, the lakes, and property adjoining the University. However, exceptions for individual students may be made for academic purposes within designated buildings (e.g. study rooms, labs, etc.), based on the respective facility's policies.

The Student Activities Office facilitates the use of University buildings, outdoor grounds, the lakes, and property adjoining the University for use by recognized student groups. For indoor events and meetings, the maximum attendance is set by the facility. For use of a University residence hall facility, the prior permission of the Rector must be obtained before event approval will be granted by the Student Activities Office.

Individual students who wish to have vehicles drive or park on any University sidewalk should submit requests directly to the Notre Dame Police Department.

Recognized student groups who wish to have vehicles drive or park on any University sidewalk for their event will need to submit applicable vehicle information to the Student Activities Office. Requests will be submitted to and approved by the Notre Dame Police Department. Requests on behalf of recognized student groups to schedule use of University buildings and grounds must be initiated through the Student Activities Office before approval can be granted.

Individual students seeking to demonstrate on University property should refer to the [Demonstrations policy](#) above. Standard time, place, and manner parameters may be placed on use of space within University buildings and grounds.

---

## Violations and Alleged Violations of Student Life Policies

The University's Student Life Policies, [Recognized Student Group Policies](#), and related University and Recognized Student Group Conduct Processes (outlined below) are under the jurisdiction of the [Office of Student Affairs](#). Any reported misconduct and/or questions regarding violations of these policies will be reviewed by the Director of Student Centers, Activities, and Events or their designee and may result in a referral to the [University Conduct Process](#) or Recognized Student Group Conduct Process, and or other University departments for review. Information regarding the policies and procedures of these individual offices is linked herein.

### Recognized Student Group Conduct Process

To determine if a recognized student group is responsible for a violation of Student Life Policies, the Recognized Student Group Conduct Process described below will be followed. Decisions regarding a recognized student group's responsibility – or lack thereof – for a violation of policy will be based upon careful consideration of all available information and evaluated using a preponderance of the evidence standard (i.e. if it is "more likely than not" that the policy was violated).

In addition to the three settings outlined below, the Student Activities Office may meet with students informally in order to gather more information about an alleged incident, to clarify a recognized student group's involvement, and/or to determine whether the Recognized Student Group Conduct Process is the appropriate means through which to resolve the matter.

The Student Activities Office may elect to meet with recognized student groups to facilitate resolution of a conflict or to address behavioral concerns. The Student Activities Office may also designate faculty or administrators to facilitate such processes and assist students with reaching a resolution.

#### Meeting

Meetings are intended to allow for the discussion of alleged violations of Student Life Policies. Alleged violations involving recognized student groups will be referred to a member of the Student Activities Office or their designee.

Outcomes from Meetings are formative by design and tailored to meet the developmental needs of the recognized student group. The results of Meetings are documented, and this record may be used to establish a recognized student group's conduct history at the University.

If a member of the Student Activities Office or their designee conducting a Meeting receives information that suggests a Conference or Hearing would be a more appropriate setting or if the administrator conducting a Meeting receives information that suggests an alleged incident involves sexual or discriminatory harassment, the administrator will stop the Meeting. The Student Activities Office will proceed by either:

- scheduling a Conference or Hearing in accordance with the procedures outlined on this page, or
- referring the matter to the [Office of Institutional Equity](#) for review, as appropriate.

## **Conference**

Conferences are intended to allow for the investigation, discussion, and resolution of alleged violations of Student Life Policies. Conferences are ordinarily conducted by one or two staff members from the Student Activities Office and/or their designee.

1. The President of the recognized student group will be notified of the Conference via written notification, which will include information about how the Conference will be administered.
2. The President of the recognized student group can, upon request, receive an excused absence from University obligations (including class and extra-curricular activities) in order to attend the Conference. The President of the recognized student group can also, upon request, re-schedule a Conference to accommodate their participation in University obligations.
3. The President of the recognized student group may be accompanied, but not represented, by the Advisor of the recognized student group. The role of the Advisor is not intended to be a character reference but rather to provide moral support for the student leaders during the Hearing.

4. The President of the recognized student group will have the opportunity to present witnesses to the incident during the Conference. The names of any witnesses invited to the Conference by the Student Activities Office will be provided to the President of the recognized student group upon request.
5. The President of the recognized student group will be provided the opportunity to put their perspective into writing by reflecting on particular questions and/or prompts identified by the Student Activities Office or designee. The President of the recognized student group may submit the optional Reflection after the Conference by a deadline prescribed by the Student Activities Office or designee.
6. The decision reached by the Student Activities Office or designee will be communicated at a separate Decision Meeting. In addition to the Decision Meeting, the President of the recognized student group will be provided written notification and explanation of the decision and any Recognized Student Group Conduct Process Outcomes assigned. On occasion, the written notification may be sent directly to the President of the recognized student group if the President is unavailable to participate in a Decision Meeting.
7. With the exception of revoking the recognition status of the recognized student group, any of the Recognized Student Group Conduct Process Outcomes may be assigned if a recognized student group is found responsible for a violation of the Student Life Policies as a result of a Conference.
8. The results of Conferences are documented, and this record may be used to establish a recognized student group's conduct history at the University.
9. In the event the President of the recognized student group receives notice and fails to appear for a Conference, the Student Activities Office or designee reserves the right to render a decision in the President's absence.

If a Student Activities Office staff member or designee conducting a Conference receives information that suggests a Hearing would be a more appropriate setting or if the staff member or designee conducting a Conference receives information that suggests an alleged incident involves sexual or discriminatory harassment, the staff member or designee will stop the Conference. The Student Activities Office will proceed by either:

- scheduling a Hearing in accordance with the procedures outlined below, or
- referring the matter to the [Office of Institutional Equity](#) for review, as appropriate.

## **Hearing**

Hearings are ordinarily scheduled when the seriousness of the incident is such that a finding of responsibility for a violation of Student Life Policies could result in probation or suspension of the recognized student group. Hearings are scheduled and conducted before a panel of two or more Student Activities Office staff members or designee(s). In a Hearing, the student is entitled to the following:

1. The President of the recognized student group will receive written notification of the date, time, and location of the Hearing and a list of the alleged policy violations to be addressed at least seven (7) calendar days before the Hearing will be held. The Panel reserves the right to suspend any and all club activities once the Recognized Student Group Conduct Process has been initiated through the conclusion of the process.
2. The President of the recognized student group can, upon request, receive an excused absence from University obligations (including class and extra-curricular activities) in order to attend the Hearing.
3. The President of the recognized student group will have the opportunity to participate in an optional pre-Hearing meeting with a designee of the Panel before the scheduled Hearing to learn about the Hearing process and ask procedural questions. If the President elects to attend the informational meeting in person, the President will be provided an opportunity to review the report of the incident, which will be discussed at the Hearing.
4. The President of the recognized student group may be accompanied, but not represented, by the Advisor of the recognized student group. The role of the Advisor is not intended to be a character reference but rather to provide moral support for the student leader during the Hearing.
5. The Panel will not make a final decision about a finding of responsibility or assignment of a Recognized Student Group Conduct Process Outcome until after the Hearing process is complete.
6. In the event the President of the recognized student group receives notice and fails to appear for a Hearing, the Student Activities Office or designee reserves the right to render a decision in the President's absence.
7. The President of the recognized student group will be provided an opportunity to put their perspective into writing by reflecting on particular questions and/or prompts identified by the Student Activities Office or designee. The President of the recognized student group may submit the optional Reflection after the Hearing by a deadline prescribed by the Student Activities Office or designee.
8. The Panel will consider information provided in incident reports, during the Hearing, and in the optional Reflection (if submitted by the prescribed deadline) to determine responsibility. Any previous registered recognized student group

misconduct and impact on the community will be considered when determining Outcomes. The Panel will make the final determination for Outcomes.

9. The results of Hearing are documented, and this record may be used to establish a recognized student group's conduct history at the University.
10. The decision reached by the Panel will be communicated at a separate Decision Meeting. In addition to the Decision Meeting, the President of the recognized student group will be provided written notification and explanation of the decision and any Recognized Student Group Conduct Process Outcomes assigned. On occasion, the written notification may be sent directly to the President of the recognized student group if the President is unavailable to participate in a Decision Meeting.

### *Requests for Review of Conference or Hearing Decision*

1. The President of the recognized student group may submit a written request for review of the decision of the Panel within seven (7) calendar days of communication of a decision. The request will be reviewed by the Recognized Student Group Conduct Case Review Board which consists of designees from the Student Activities Office, Office of Community Standards, as well as a student designee from the group's relevant governing student organization.
2. The President of the recognized student group may request a review of the Hearing Decision on one or both of the following two grounds:
  1. procedural defect in the Recognized Student Group Conduct Process which would have been substantial enough to have changed the decision, and/or
  2. the discovery of substantive new information that was unknown or unavailable to the recognized student group at the time of the Hearing and would have been substantial enough to have changed the decision.
3. The severity of an assigned Recognized Student Group Conduct Process Outcome is not considered a legitimate ground for a Case Review to be granted.
4. Records containing the written request for review, Hearing notification, decision notification, action plan, witness statements, incident report, prior conduct history of the recognized student group, and any additional information will be provided to the Recognized Student Group Conduct Case Review Board or designee for consideration.
5. If the Recognized Student Group Conduct Case Review Board determines that the grounds have not been established to grant a Case Review, the student will be notified via written notification. Such a decision is final and not subject to further review.

6. If the Recognized Student Group Conduct Case Review Board determines that a procedural defect occurred in the Recognized Student Group Conduct Process which would have been substantial enough to have changed the decision, the case may be:
  1. remanded to the Student Activities Office or designee with specific instructions to correct the defect(s) and reconsider the case; or
  2. referred to the Office of the Vice President for Student Affairs for a final decision.
7. If the Recognized Student Group Conduct Case Review Board determines that the request contains substantive new information that was unknown or unavailable to the student at the time of the Hearing and the substantive new information would have had a significant effect on the decision, the case will be remanded to the Student Activities Office or designee for disposition.
8. The decision of the Recognized Student Group Conduct Case Review Board is final and not subject to further review.

### **Recognized Student Group Conduct Process Outcomes**

If the [Student Activities Office](#) or designee determines that a student is responsible for a violation of one or more of the Student Life Policies, Recognized Student Group shall be assigned one or more Recognized Student Conduct Process Outcomes. Factors that will be considered when determining an appropriate outcome may include, but are not limited to: the nature of the offense and the circumstances surrounding it; the Recognized Student Group's prior violations (if any); the impact of the misconduct on the community as a whole, as well as on those directly involved in the incident; and past precedent (if any). Recognized Student Groups must comply with Recognized Student Group Conduct Process Outcomes assigned by the Student Activities Office and/or their designees. Failure to comply with an assigned outcome will be documented and may result in a referral to the Recognized Student Group Conduct Process. Outcomes for the Recognized Student Group may include, but are not limited to, the following:

- Revocation of Recognition Status
- Probation
- Loss of Travel Privileges
- Workshops

- Educational Meeting(s) with a University Administrator
- Restorative Practices
- Restitution

---

## du Lac: A Guide to Student Life

Notre Dame, IN 46556 USA

[duLac@nd.edu](mailto:duLac@nd.edu)

© 2025 [University of Notre Dame](#)

