

STUDENT HANDBOOK

2024 - 2025

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Welcome from the Dean

Welcome to Franklin from the Office of Student Life!

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

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

Office of Student Life programs and services are designed to help students explore difference through experiential learning opportunities; develop intercultural maturity; cultivate relationships within Franklin and various local communities; explore healthy lifestyle options; and learn to appreciate and exercise their civic responsibility. Additionally, we focus on enhancing students' career readiness through various skill-building initiatives and professional development opportunities. Our goal is that students' out-of-class experiences help them develop a cross-cultural perspective to build careers and lives that transcend boundaries.

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

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

Best regards,



Deborah Knaust, EdD

Dean of Student Life and Engagement

Section 1: The Franklin Mission

Mission of Franklin University Switzerland

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

Equal Opportunity Statement

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

Franklin Value Statements

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

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

Section 2: The Office of Student Life

The Office of Student Life is responsible for facilitating student development through intercultural educational experiences and for coordinating key student services such as housing, immigration, health services, career strategy, 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.

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

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

Section 3: Student Life Policies

Swiss Immigration and Municipality Regulations

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

This procedure may be different from student to student and depends on one's citizenship, their country of origin, and whether or not the student is new or is returning to continue their studies. The chart below briefly summarizes Swiss regulations, explains Swiss immigration procedures for foreign students, and outlines mandatory registration with one's Swiss municipality. For more detailed information, please refer to:

<https://moodle.fus.edu/mod/page/view.php?id=92725>.

Immigration and Registration Requirements At-A-Glance

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

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

Swiss Permit: Student Responsibilities

Each student holding a Swiss student permit is the main person responsible for ensuring their permit's validity. The Office of Student Life provides assistance in completing the various processes related to the student permit (obtaining one's first permit, renewing the permit, changing one's address, etc.), however the main responsibility for the student permit and its validity rests with the student.

The Swiss student permit allows the possibility of working part-time for a maximum of 15 hours per week. A full-time internship is permitted only in the event that it is a mandatory course requirement. In both cases, students are responsible and are obliged to notify the relevant immigration office of the part-time job or internship **prior to beginning the work activity.** For more information and the regulations themselves, please refer to the Franklin Career Navigator Moodle page (under "Internships in Switzerland, General Information").

Requirements at the Conclusion of One's Study

A student's Swiss student permit cannot be kept open after one concludes their studies at Franklin University Switzerland and must be canceled with the immigration office of Canton Ticino. This includes permanent or temporary changes in one's student status like graduation, taking a leave of absence, withdrawing, not returning for various reasons, being dismissed, suspension, and involuntary withdrawal.

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

The current regulations of Canton Ticino require departure/cancellation documents to be completed with both the Immigration Office and municipality. The Office of Student Life provides assistance in completing these mandatory documents.

In the event a student holding a student permit for study at Franklin University Switzerland leaves the University without completing the aforementioned mandatory departure/cancellation forms, the University will be obliged to inform the Canton Ticino Immigration Office and the municipality that the student is no longer enrolled at Franklin University Switzerland.

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

Student Life Health Policies

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

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

Prescription Medications in Switzerland

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

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

It is important to note that a foreign prescription will not be recognized in a Swiss pharmacy, and students will need to set an appointment with a doctor in Switzerland to receive a Swiss prescription for their medication or a similar or

equivalent alternative. The Coordinator of Health and Wellness or the University Counselor can make an appointment with local health professionals so a practitioner can make a new assessment of the individual's needs. Unused or expired medications should be taken to a local pharmacy for appropriate disposal.

Email medicalservices@fus.edu or counselor@fus.edu with questions or to notify staff of a new or existing prescription.

Prescription Medication Policy

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

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

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

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

EpiPen Response

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

Emergency Instructions from Staff

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

Confidentiality

Franklin University Switzerland's Health Services staff members are required to maintain confidentiality when meeting privately with students about their health concerns. They cannot discuss a student's health status with others, including family members, without a student's express consent. At times, information may be shared with other staff members in the event it is necessary for the staff member to support the student or community as a part of that staff member's specific job. Additionally, the Office of Student Life has internal procedures that require staff to inform the Dean of Student Life and Engagement when a Franklin student is hospitalized and inform the University Counselor when specific kinds of student crises occur. Please note, however, that information is shared only when absolutely necessary and that staff in the Office of Student Life make every effort to protect students' information and maintain confidentiality.

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

healthy. Additional information may be shared with an Academic Travel instructor if a student's condition may impact their own or others' safety or the instructor's ability to successfully manage the students in their care and effectively deliver the content of the course.

Local Mental Health and Emergency Services

The Office of Student Life maintains a list of local English-speaking mental health professionals (psychiatrists, psychotherapists, and psychologists) on Moodle in the [section maintained by the Office of Student Life](#). If a student has an emergency and requires hospitalization, several hospitals in Lugano may be appropriate for administering immediate emergency care. Franklin University Switzerland staff will work with the student and their instructors to coordinate the best academic solution for a hospitalized student.

Local general hospitals do not have inpatient psychiatric units. If the practitioners at a hospital deem that a student needs hospitalization in a psychiatric unit, they may transfer the student to a local psychiatric hospital depending on available space and necessary treatment.

Medical Excuses and “Sick Notes”

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

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

Medical Leave of Absence

Some students may find that their health struggles are too overwhelming or serious to continue their studies at Franklin. A student may need to take a medical leave of absence to focus on their health before resuming their studies. The student should communicate with each of their instructors and the Registrar to see if they are eligible to take incomplete grades in their courses. If a student is not eligible to take an incomplete, they may need to withdraw from some or all of their classes. Students who need a medical leave of absence may be required to sign an agreement outlining conditions for readmittance to Franklin. These typically

include a letter from a treating health professional indicating that the student is stable and able to focus on their academics and to safely live in campus housing. Students may also be asked to commit to receiving ongoing medical treatment or mental health therapy with a medical doctor, the University Counselor, or a counselor of their choice.

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

Appointments with the Coordinator of Health and Wellness and University Counselor

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

Appointments with Health Services staff must be cancelled via email at least one full business day in advance of the appointment during normal business hours (between 09:00 and 17:00). If a student would like to cancel an appointment scheduled for a Monday, the appointment must be cancelled via email by Friday to ensure the time is available for staff to support other students. We understand that things sometimes happen and that students may occasionally miss or forget about appointments. Repeatedly missing meetings with the Coordinator of Health and Wellness or the University Counselor may result in judicial referral as a violation of the Non-Compliance policy (Class 1 or 2) in the Code of Conduct.

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

Appointments with Off-Campus Clinicians

Office of Student Life staff often make appointments for students with off-campus health care providers upon request. Please note that when OSL staff members

make appointments they are required to inform the Coordinator of Health and Wellness (for medical appointments) or the University Counselor (for psychological or psychiatric appointments).

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

If a student must cancel an appointment made by a Franklin staff member, they must cancel or reschedule directly with the clinician at least 24 hours in advance to avoid being charged by the clinician for the missed appointment. Repeatedly missing off-campus appointments with practitioners arranged by Office of Student Life staff may result in judicial referral as a violation of the Non-Compliance policy (Class 1 or 2) in the Code of Conduct.

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

Health Insurance

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

Before going to an appointment with a medical practitioner, students who are enrolled in one of the two Franklin-arranged SWICA policies should review the information at

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

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

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

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

Health Insurance Card Policy

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

Student Care and Concern

Franklin faculty and staff members take the wellbeing and success of each student very seriously. From time to time, individuals in the Franklin community may experience hardship or struggles for the short and long term, and the University is committed to supporting students through these challenges as much as possible.

Care Report and Interventions

At the start of each semester, the Office of Student Life will send members of the community information regarding sharing concerns about others' wellbeing. These concerns may cover a range of topics, and anyone may submit a concern. A Care

Report may be submitted if someone is concerned about another person's physical or mental health, to share knowledge one has about struggles another person is experiencing, or to note behaviors that may indicate the individual is having a difficult time adjusting to or coping with life changes.

When a Care Report is submitted, it is received by the Associate Dean in the Office of Student Life. The Associate Dean either reaches out to the individual directly or involves other staff, faculty, or other members of the community as is appropriate. This may include involving the University Counselor, the person's advisor, a Resident Assistant, or another student leader. The Associate Dean or another person in this network of support will reach out to the individual to talk about the concern that was shared and try to help as much as possible. Unless the situation involves sexual misconduct or an individual is in imminent danger, the details shared in the report and subsequent conversations with the student and others involved in supporting them will remain confidential. Individuals involved in supporting those for whom a Care Report is submitted may be asked to sign a confidentiality waiver, depending on the circumstances.

Please note that the Office of Student Life's options for taking action are limited when information is shared anonymously. Staff will, however, do their best to engage the individual thoughtfully and promptly. For more information, please contact a staff member in the Office of Student Life.

Behavioral Intervention Team

Several staff members meet periodically to discuss students of concern in order to develop a plan to support them while at Franklin. Details that are confidential (for example, things that are said to the University Counselor that do not demonstrate that an individual is in immediate danger) are not shared. These staff members may include (but are not limited to) the Dean of Student Life and Engagement, Dean of Academic Affairs, University Counselor, the Bursar, the Coordinator of the Writing and Learning Center, and staff in Admissions. In the event that a member of the community has concerns about a student that may necessitate staff being generally aware of their circumstances, they may submit a Care Report or notify the Dean of Student Life and Engagement and/or Associate Dean of Student Life.

Hygiene and Personal Care Policy

Franklin encourages students to make their own informed decisions about their personal health, time, belongings, and priorities as much as possible. As members of a community, however, these decisions must not negatively interfere with others' wellbeing or their enjoyment of opportunities and services while at Franklin.

If an individual makes decisions that impact others in the community in a negative way, they may be required to take other actions to ensure that they and other members of the community can live and study comfortably.

If an individual manages *their hygiene, residence, or possessions* in a way that consistently causes others discomfort, they may be required to meet with a staff member and/or take specific, immediate action to ensure a comfortable, safe, and healthy environment.

Campus Pantry

The Office of Student Life has created a donation-based program for individuals who may experience food insecurity throughout the academic year. The items available to students are in containers in the student lounge in the McNeely Center and may be taken by those who need them. These items should not be used by individuals who are not experiencing financial hardship and should be left for those whose options are severely limited.

The Office of Student Life will check the items left for donation periodically to remove expired or open items. If an individual would like to donate canned or boxed non-perishable food items, they may leave them in the bins or contact the Associate Dean of Student Life. Only unopened items should be donated, as it is not possible for staff to consistently monitor the bins.

Involuntary Withdrawal Policy

Franklin University Switzerland is committed to the wellbeing and safety of its community members and the integrity of its learning environment. The University may mandate the involuntary withdrawal of a student if there is sufficient evidence that the student is engaging in or is likely to engage in behaviors that present a danger of substantial harm to one's self or others or that seriously disrupts the learning environment and/or activities of the campus community.

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

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

"University Withdrawal" ("W") on the student's transcript like other withdrawal processes.

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

Grounds for Involuntary Withdrawal

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

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

Involuntary Withdrawal Procedure

Upon receipt of a written, signed report by the Dean of Student Life and Engagement in which one or more concerns are outlined, the Dean (or their designee) will conduct an investigation. The Dean will determine the level of urgency and severity and take any of the actions described below they deem appropriate to address situations that may fall under this policy.

- **Conditional enrollment.** The student must comply with all required directives in order to remain enrolled at the University. This may include but is not limited to participating in voluntary psychotherapy, maintaining medication compliance, etc. The Dean of Student Life and Engagement (or their designee) will monitor the student's situation in conjunction with Health Services staff and may terminate conditional enrollment and withdraw the student from the University at any time.
- **Temporary and immediate suspension from all University activities.** Involvement in classes and extracurricular activities may be restricted or prohibited entirely pending the outcome of an evaluation by appropriate medical professionals. This will occur in instances in which the peace and

safety of the individual and/or members of the campus community have been or may be compromised.

- **Withdrawal from the University, with or without a date established for re-entry.** The student may be immediately withdrawn from the University at any time due to their exhibiting of behaviors that are identified as disruptive to the living and learning community or pose a danger to the individual or others. The Dean of Student Life and Engagement will establish conditions for re-entry in conjunction with the Dean of Academic Affairs.

Re-entry Process

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

A student who has been involuntarily withdrawn must comply with all conditions set by the University if they intend to seek readmission. Once all conditions have been met, the Dean of Student Life and Engagement and the Dean of Academic Affairs will submit the student's re-entry application to the Committee on Admissions and Academic Standards. The committee will review the student's re-entry application and consider their entire record including any new information relevant to the matter and, if they choose to re-admit the student, may impose further conditions on the student's re-admission.

Reporting Requirement

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

Harmful Use of Technology Policy

Developments in artificial intelligence, computing and communications capabilities, and the reach and scope of social media occur rapidly. The University monitors these changes and sets policies and procedures with the goal of protecting the community and its members while ensuring the effective use of technology.

All members of the community must utilize technology in a way that supports and enhances the community and its members and not harm or detract from it. Instances in which others are harmed by one's use of technology will be considered

violations of the Code of Conduct and may also result in other actions taken by the University.

Harm may include but is not limited to:

- cyberbullying or sharing personal information on social media;
- using technology to generate work that is not one's own and portray it as their own in a setting in which they may receive a grade or credit;
- creating documents, logos, images, or certificates for the purpose of deceiving University personnel or entities;
- recording and/or distributing a recording of another individual in a sexual act without their knowledge or consent (even if the individuals involved gave proper, knowing consent for the act itself); and
- sharing threatening or harassing text or images in social media groups with other members of the Franklin community that are not connected by social affiliation but are linked by general demographic factors like a class setting, residence hall, or class year group.

Office of Student Life Front Desk

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

The OSL Front Desk manages light cash operations, particularly for sign-up processes and fees or purchases through the Office of Student Life. The OSL Front Desk is currently only able to accept or give change in Swiss francs. The largest bill accepted is the CHF 200 banknote.

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

Before a sign-up process may be initiated, a representative should meet with an Office of Student Life staff member. They must set a meeting one full business day in advance of the date on which they need any deposited funds so that receipts and cash can be reconciled.

Each sign-up process must have a complete Event Information Sheet that details the event, includes instructions for participants, and describes any steps staff at the OSL Front Desk must take.

Sign-up processes must be publicly announced at least one full business day in advance of the date sign-ups should start.

A sign-up process may open at noon on the business day that had been previously announced. It is possible for the sign-up process to open between noon and the published closing time of the Front Desk, but students may not sign up earlier than noon on the first day. On the second and all subsequent days of the sign-up process, students may sign up during the hours that the Front Desk is open and staffed.

A sign-up process must be open for at least three business days. It should be open an additional business day for every participant spot beyond 25 individuals. For example, if there are 25 available spaces on a trip to Zurich, it must be open for three business days. If there are 26-49, it must be open at least four business days. If there are 50-74, it must be open five business days.

Participants in any event or initiative that 1) involves some kind of physical activity or 2) is outside the general Lugano area must sign a liability waiver indicating they understand the risk they assume by taking part and releasing the University from liability. They must sign this waiver at the time they sign up and pay their deposit.

If a deposit must be paid, it must be paid in full in order for a spot to be held for the individual. Someone cannot put their name on a list for an event to reserve a spot and then come back later to pay their deposit.

Additional information and steps in the process beyond the basic service are not permitted. The standard roster, liability waiver, and collecting cash are the extent of the sign-up service the Office of Student Life provides.

Students may only sign themselves up for a program if there are a finite number of spaces and/or if a liability waiver has been required by the Office of Student Life. If an individual is paying for another person's deposit, the other person must also be present to sign the waiver, if one has been required.

Students may sign up other individuals if no liability waiver is required or if there are unlimited spaces. This prevents individuals from buying up all the spots for people who chose not to be present to sign up while others in line behind them may miss the opportunity to participate even though they chose to come and register for the event.

Recreational Sports and Fitness Facilities

Franklin offers a range of sport and recreational activities throughout the year. Additionally, two fitness facilities – the Tone Athletic Center (TAC) and the Tone Fitness Center (TFC) – are opportunities for members of the Franklin community to exercise and train.

The opening hours of the facilities are based on the availability of the student Gym Monitors who are responsible for the space and for providing a safe and comfortable training area. Disrespect or failure to comply with instructions may result in an individual being restricted from using the TAC/TFC and/or participating in activities for the short or long term.

The outdoor athletic field is available for use at all times unless it has been reserved for a program or event. Similarly, the basketball court in the Tone Athletic Center is available when the TAC is open and another program or event is not scheduled. Individuals must respect local ordinances including community quiet hours and the use of amplified sound. To reserve the outdoor athletic field or basketball court, individuals in the Franklin community should contact the Coordinator of Recreational Sports.

Access to Programs and Services

Access to the TAC/TFC and the Office of Student Life's recreational sports programs and activities are open exclusively to Franklin students, faculty, and staff or external associations that have been expressly invited by the Office of Student Life. Access to the TAC/TFC is free of charge for all Franklin students, faculty, and staff members, but participation in some scheduled activities may only be possible after registration and/or may involve a fee to cover program costs. Please note that some programs may be open exclusively to certain members of the community. Failure to comply with policies and procedures posted in the TAC/TFC and in the Student Handbook may jeopardize one's access to facilities and the recreational sports program for the short and/or long term.

Each individual participating in a recreational sport activity or using the TAC/TFC must sign the Sport and Recreation Waiver/Release of Liability. In the event an individual is uncertain about whether or not they signed this waiver, they are responsible for asking a Gym Monitor or staff member for clarification themselves.

Students may enter the TAC/TFC while a Gym Monitor or Office of Student Life staff member is present and on duty. Individuals who choose to enter the facilities without a Gym Monitor or staff member present will be judicially referred according to the Code of Conduct and may lose access to the facilities or activities.

The TAC/TFC opening hours and activity schedule are posted on the main entrances of each facility, and updates will be posted on the Recreational Sports Channel on Microsoft Teams. Changes to the hours the fitness facilities are available will not consistently be advertised elsewhere. All students are encouraged to join the channel and remain updated about any changes to the facility opening hours or any proposed activity/event.

Private coaching, outside assessments, and other related activities are not allowed in the TAC/TFC without prior authorization from the Coordinator of Recreational Sports.

The TAC/TFC facilities/equipment are the property of Franklin. If an individual would like to borrow equipment for use outside of the TAC/TFC or bring their own equipment in, they should get prior approval from the Gym Monitors or Coordinator of Recreational Sports.

Safety and Order

- Equipment must be handled with care. Participants may be found financially responsible for any damage they cause to the facilities or equipment.
- Individuals using the equipment in the TAC/TFC are responsible for their own safety and for ensuring their actions do not put others' safety at risk.
- To keep the gym safe and clean, all participants must wipe down equipment after they have used it, dispose of any paper towels used to clean it, and return all equipment back to its designated place. Put plates, weights, bars, clips, and other training equipment back in the proper storage area. Gym Monitors or staff can answer questions about how or where equipment should be returned.
- All participants must wear appropriate apparel and athletic footwear (preferably clean shoes not worn outdoors). Gym Monitors or staff members reserve the right to deny access to individuals with footwear or clothing that is excessively dirty or would put someone at risk of injury.
- The use of a personal towel is required in order to avoid spreading germs and to protect the machines/facilities.
- Smoking, eating, and consuming alcohol are prohibited in the TAC and TFC at all times. Participants should not be under the influence of alcohol or drugs when they enter the TAC/TFC.

Recommendations to Participants

- Be aware that you are in a space with heavy equipment and need to take appropriate precautions.
- Please consider that you are not the only participant in the gym and that your behavior impacts others. Aggressive or annoying behavior such as screaming or yelling is not allowed.
- Ask for a spotter when you are lifting weights over your head and face or when you plan to lift to failure.
- Refrain from preventing or interfering with others' use of the equipment.
- Always use the safety clips when doing barbell exercises to prevent plates from sliding off and causing serious injuries to participants and/or damage to equipment.

- If you are not sure about how to perform a specific exercise safely or with proper technique, we recommend you seek advice and assistance from our staff.
- For technical support, training advice, or coaching, please contact the Coordinator of Recreational Sports.

Student Vehicles and Parking

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

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

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

Student Vehicle Registration and Parking Permits

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

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

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

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

Permit Deposits and Rates

Students may register for a permit at the following rates:

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

Parking permit fees and a CHF 100 refundable deposit must be paid in cash in the Office of Student Life at the time the permit is issued. The deposit will be refunded when the student returns the permit to the Office of Student Life at the end of its period of validity. In the event that a student's parking permit is lost or stolen, the deposit is forfeited, and the student will be charged the full permit fee and deposit for a new one.

Parking Locations

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

Fines for Violations

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

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

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

A fine will be assessed if a vehicle is found in a parking lot other than the Kaletsch Lot other than during the time periods noted above. The first violation will be

assessed at CHF 100; the second will incur a CHF 200 fine; and the third and all subsequent infractions will result in a CHF 300 fine per violation.

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

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

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

Underground Parking Garage Policy

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

The parking garage and payment machines are exclusively managed externally and not by Franklin. Franklin staff do not maintain this space and are unable to assist individuals who choose to park there and encounter a problem. Any issues of damage, theft, lost or damaged parking tickets, payment problems, or issues in the garage are between the individual choosing to park there and the external company. Franklin University Switzerland assumes no liability or responsibility for vehicles in the parking area or any of their contents. For assistance, individuals parking in the garage must follow the instructions on the automated payment machine.

Falcon Cards

All students are provided with a Franklin University Switzerland identification card, the Falcon Card. The Falcon Card is a photo card that serves as a student's official Franklin identification both on-campus and in the surrounding community. The Falcon Card demonstrates one's affiliation with Franklin, and it gives one access to

common spaces in the McNeely Center for Ideas & Imagination (like the Tone Fitness Center, Garden of Light, etc.).

The Falcon Card can be used to check materials out of campus libraries. It also serves as a meal debit card at the Grotto and North Campus Dining Hall for individuals who have purchased a meal plan. A student's meal plan credit is loaded onto the card by staff in Food Services, and additional funds can be purchased by credit card through the Bursar's office.

Some vendors around the world offer discounts and resources for university students, and the Falcon Card is one's means of demonstrating they are a Franklin student. It is a student's responsibility to ensure they have the current sticker that indicates the dates their Falcon Card is valid. This sticker may be acquired in the Office of Student Life.

All students are issued their first Falcon Card free of charge when they arrive for their first semester. Replacement cards cost CHF 75, and they will only be reissued after the Bursar has received this fee. If a student's Falcon Card is lost, stolen, or broken, they should immediately notify the Office of Student Life or Food Services so a hold can be placed on the card balance.

Although Franklin staff will do their best to minimize the further loss of funds if the card is used by another individual, the card's owner is responsible for monitoring their balance. They are also responsible for acting immediately to ensure their balance is frozen if they notice a discrepancy or lose their card. Franklin staff might not be able to recover funds lost before the student notifies them of a problem.

Meal Plans

All residential students are required to purchase a meal plan for a set price for their first two semesters at Franklin. Returning students who have more than 30 and fewer than 60 earned credits are also required to purchase a meal plan. The rates for both mandatory meal plans are set the previous year by the University.

The remaining balance of one's mandatory meal plan cannot roll over from one semester to the next. Unused meal plan funds are forfeited at the end of the semester. Each student is responsible for monitoring how they use their own meal plan credit and their remaining balance.

Beyond the mandatory meal plans, any individual can purchase credit for use at the campus eateries by credit card through the Bursar's office or by paying in cash or credit card at the North Campus Dining Hall. Unlike meal plan funds, purchased credit that is unused during the semester will be available the next semester.

Flagpole Policy

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

Flag Display Requirements

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

Flagpole Availability

Each year, the Office of Student Life, in conjunction with other departments, will identify dates on which the flagpole is not available for reservation. Additionally, the Office of Student Life (or the Dean's designee) may temporarily interrupt use of the Franklin flagpole by a flag sponsor for display of a University-sponsored flag for a period of up to three days in connection with a University-wide event or unforeseen circumstance. Should this occur, the Office of Student Life will work cooperatively with the flag sponsor to identify make-up dates for the display of the flag sponsor's flag.

Flags will be allowed to fly on campus for no more than seven calendar days. On the final day of the reservation, the flag will be taken down by University employees. The owner of the flag should pick the flag up in the Office of Student Life the next business day.

Flag Specifications

- All flags must be professionally produced and outfitted to fly on the Franklin flagpole.
- The sponsoring organization must purchase and provide the flag to be flown.
- The flag must match the size of flags currently flown on the Franklin flagpole.

- All submissions must meet all requirements outlined in this policy.

Review of Requests

- To request that a flag be flown, a member of the Franklin community must send an email to the Dean of Student Life and Engagement to request to display a flag at least twelve calendar days prior to the first date the requestor intends for the flag to be displayed.
- The request must contain the following: the name and contact information of the sponsor's designated representative, a description of the display's purpose and how displaying it helps the University fulfill its mission, a written or pictorial depiction of the proposed flag, and the start and end dates of the proposed display.
- All flag requests will be reviewed by a committee of Office of Student Life staff before a decision is made on the flag being flown.
- Reasonable attempts will be made to accommodate all valid requests. However, due to the limited number of dates and the many groups and organizations present on campus, the OSL flag approval committee might deny or only partially/conditionally approve requests.

Financial Transaction Policy

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

McNeely Center for Ideas & Imagination Spaces

P. Gregory Warden Student Center Lounge

The P. Gregory Warden Student Center Lounge is a community space on the ground floor of the McNeely Center for Ideas & Imagination. The hours the student lounge is open will be announced via email at the start of each semester. Students, faculty, and staff members are welcome to share the space and resources while the student lounge is open. Please note that the space may be reserved for events and meetings and might not always be fully available.

All members of the community are required to keep the space clean and may not leave trash or other items behind that impact other people. The Office of Student Life is not responsible for items individuals choose to leave in the student lounge.

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

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

Giardino di Luce (Garden of Light)

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

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

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

Student Organization Policies

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

Student Organization Registration

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

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

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

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

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

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

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

Student Organization Executive Boards

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

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

Student Organization Faculty/Staff Advisors

In order to register and maintain registration, a student organization must have a faculty or staff member advisor at all times. The organization may choose a new advisor each year, but it may be helpful to have a consistent advisor so that information and perspective can be shared as the organization's leaders transition.

The advisor is not the leader of the organization but instead, is a guide and support. It is the expectation of the Office of Student Life that advisors are aware of what is happening within the organization. If the organization or individual members are violating policy or are not coordinating their affairs in a responsible way, it is important that the advisor communicates their concerns to the organization and, when appropriate, the Office of Student Life.

In order to maintain their registration with the Office of Student Life, a student organization's president must meet with their organization's advisor before Academic Travel each semester. Although it is preferable that advisors are involved in meaningful ways and with multiple members of the organization, this president/advisor meeting ensures at least a minimal amount of contact. The advisor of the organization will inform the Office of Student Life each semester when this meeting has occurred to their satisfaction.

Student Organization Communications

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

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

Student Organization Programs and Initiatives

Student organization events and programs must be approved by the Office of Student Life through the process announced at the start of the academic year. Student organizations are required to adhere to all local and federal laws, University policies, and procedures outlined for student organizations by the Office of Student Life.

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

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

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

Student organizations who would like to host an event in the Grotto or North Campus Dining Hall must email the manager of Fox Food Fusion no fewer than two full weeks in advance of their event to make arrangements. As a franchisee who rents space from the University, they may charge a fee for the use of the space and/or to cover costs related to staffing it. By reserving the space, the student organization agrees to adhere to all expectations outlined by Fox Food Fusion staff. In the event the student organization fails to end the event at the time agreed upon during planning, Fox Food Fusion may charge an additional amount, and the organization's access to the space may be temporarily or permanently restricted.

Contracts and Agreements

A student organization may not sign any agreement or guarantee (verbally or in writing) a commitment from themselves or the University to any terms outlined by a vendor, prospective speaker or guest, or other parties without first getting written approval from the Office of Student Life. Agreements and contracts must be reviewed and signed by the Vice President of Finance and Administration, and the staff member overseeing student organization initiatives will work with the University to make the necessary arrangements. A student who chooses to sign or otherwise make binding commitments on the University's behalf without authorization may be financially or legally liable for the terms of the agreement and may be judicially referred.

Student Organization Finances

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

In addition to adhering to SGA funding policies, student organizations must adhere to all Franklin policies and procedures as well as local and federal laws. Franklin's finance policies and procedures may change over time, so student organization

officers are responsible for ensuring they fully understand and adhere to all applicable policies.

When a student organization officer receives University funds via the Student Government Association, that individual is responsible for ensuring that the University funds are spent carefully and in accordance with the specified and approved goals. Student organizations may not spend SGA or other University funds on events or initiatives that have not previously been approved by the Office of Student Life. Failure to adhere to policies or seeking funding without following policies and procedures may result in an individual student being held financially responsible for replenishing University funds. Additional sanctions may also be applied.

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

Student organizations may raise funds to support activities that further their missions. Individual students may not hold onto raised funds that belong to a Franklin student organization. Raised funds should be kept in the Office of Student Life in a secure location and may be signed out at any time. University funds including SGA allocations may be used to generate additional funds, but the full amount of the allocation must be returned to SGA/Franklin for reallocation. The student organization may keep the remaining funds to use for their initiatives, provided that they adhere to policies, are for events approved by the Office of Student Life, and further the organization's mission. The individual who signs out the raised funds is responsible for their use, and the Office of Student Life relinquishes responsibility and control after the funds are handed over to the student organization.

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

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

Ticket Sales and Entry Fees

If a student organization hosts an event at which a ticket may be purchased in advance, the student organization is responsible for providing a receipt to any participant who requests one. All advertising must include the deadline by which an individual may request a refund. The student organization is required to refund any deposits or tickets that adhere to the refund policy they have communicated on their advertising. The Office of Student Life and Student Government Association are not responsible for refund requests that are made outside of the refund policy set by the student organization for that event.

If a student organization charges an entry fee for an event at which alcohol has been approved, they must waive the cost of entry for all Event Hosts (formerly called “sober monitors”), their advisor, and any staff members required by the Dean of Student Life and Engagement to be on campus because of the event (like the organization’s advisor or the OSL staff member on duty).

Student organizations are encouraged to coordinate their ticket sales through the OSL Front Desk. If a student organization chooses to use another means of selling tickets or charging admission, they are reminded that the Financial Transaction Policy applies. Soliciting door to door on campus is prohibited without prior approval, per the Code of Conduct.

Student Life Alcohol Policies

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

Alcohol in Student Residences

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

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

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

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

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

Alcohol at Student Organization Events

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

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

Attendees may not serve themselves alcohol other than reasonable amounts of wine but may pour non-alcoholic beverages for themselves and other people.

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

Student organizations with permission to host events at which alcohol will be present must publish the times during which alcohol will be available. Alcohol at student organization events must be physically removed from the premises or locked in another room outside of the times published as the period alcohol may be available. It may not be within reach of any participants. Student leaders and organizations may face sanctions if they neglect this responsibility.

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

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

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

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

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

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

Students may face judicial sanctions if their student organization is found to be in violation of this policy.

Event Hosts

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

The names of all approved Event Hosts involved in a program at which alcohol will be present must be submitted in writing to the Office of Student Life. If the roster

of Event Hosts changes, the student organization hosting the event must update the Office of Student Life in writing in advance of the event.

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

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

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

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

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

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

Quiet Hours and Courtesy Hours

Throughout Switzerland, municipalities set hours each night during which community members must reduce audible noise to a minimal level. These ordinances are enforceable by law, and they are taken very seriously in Swiss communities. Franklin enforces "quiet hours" each night between 22:00 and 07:00 the next morning in all areas of campus.

Quiet hours are generally enforced in the residence halls, but all members of the community are required to adhere to quiet hours inside and outside academic buildings, eateries, and other buildings beyond the residences. Students are also expected to observe these quiet hours while walking along Via Ponte Tresa and in the areas of Sorengo immediately off campus.

Members of the community must be courteous of others at all times and respect the academic and residential environment in which others live, study, and work. “Courtesy hours” are in effect 24 hours a day and require members of the community to avoid making noise that disturbs others. Although a reasonable amount of noise can be expected in a community, one’s right to study, work, and sleep comfortably supersedes one’s right to make noise unless it is machinery necessary for a staff member to do their job. Members of the community are expected to honor reasonable requests of staff or their neighbors to reduce the volume of their conversations and devices at all times.

Campus-wide quiet hours are in effect 24 hours a day beginning at 17:00 on the last day of classes until finals end each semester. The Dean of Student Life and Engagement may consider written exception requests submitted in advance including starting the 24-hour quiet hours period later that evening. These exceptions will only be made in extraordinary circumstances, and students should expect quiet hours to begin at 17:00 that day. During this time, incidents in which an individual violates the 24-hour quiet hours policy will be documented without an initial verbal warning.

Off-Campus Housing Policy

Franklin University Switzerland requires all full-time students not residing with their parents or legal guardians to live on campus in a Franklin residence. Students who wish to live off-campus must apply through the Office of Student Life. Please note that applying to live off-campus does not automatically guarantee approval.

Students may live off-campus only if they apply by the deadline noted in application information sent to residential students’ email addresses each spring and if they meet the following requirements:

- The student must have a cumulative GPA of at least 2.8.
- A parent or legal guardian of the student must send the Coordinator of University Housing written permission for the student to live off-campus.
- The student must have at least 60 credit hours or be over 20 years of age.
- They must be in good standing with no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.

- The student must acknowledge (by signing and submitting the form) that they will take full responsibility for their lease, utilities, and all obligations as outlined by their landlord, community, Ticino, and Switzerland.
- The student must receive written permission from the Coordinator of University Housing.

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

Once a student has been granted permission to live off-campus, the student must inform the Coordinator–Student Immigration and Administrative Services so the address on their Swiss residence permit can be changed and to learn about steps they must follow to register with the authorities of their municipality.

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 Coordinator of University Housing.

Residence Life at Franklin

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

The Office of Student Life is committed to providing students with living environments that will enhance their academic experience and social development at Franklin. While attending university in an international environment can be exciting and stimulating, it can also present 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 of the Coordinator of University Housing. Every student living on campus is required to sign the Franklin University Switzerland Housing Agreement. This is a resident's rental agreement, and it provides basic guidelines and policies for living in a Franklin University Switzerland residence. Note that the Housing Agreement might include policies and expectations that do not appear in the Student Handbook or Code of Conduct.

Resident Assistants

A Resident Assistant (RA) is a full-time Franklin student who is trained to be a resource for students within a residence community. RAs create community, provide peer support, organize programs for Franklin students, and enforce student life policies. RAs assist students with checking in and out of their residence at the beginning and at the end of the year or semester. Additionally, RAs staff the OSL Front Desk during weekday business hours.

Community Meetings

A community meeting is held in each residence hall at 21:00 on the first Wednesday of September, December, February, and May (unless the last day of classes or another major event conflict, in which case it would be held one week earlier). Attendance at each meeting is mandatory for all students who live on campus. RAs facilitate these meetings and share valuable information from the Office of Student Life and the Student Government Association. These meetings also provide residents with the opportunity to ask questions, express concerns they may have regarding their residence, and discuss upcoming programs. Students are responsible for following all instructions and policies explained during the meeting, regardless of whether or not they chose to attend.

Missing community meetings may affect one's housing selection privileges for subsequent semesters: students who miss more than one mandatory community meeting without making it up 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 community meetings.

Roommate Agreements and Conflict Resolution

A student's relationship with their roommate(s) can have a significant impact on their Franklin experience. 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 should 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.

Sometimes outside help is needed to resolve conflicts, especially when the roommates:

- try to work out conflicts but don't "get anywhere",

- find themselves in confrontations over the same issues without any progress repeatedly, or
- experience conflict for which neither roommate has a solution.

Students experiencing conflict should inform their RA to discuss possible solutions after they have sufficiently brought issues to their roommate's or roommates' attention. RAs may be able to help resolve the conflict through mediation or provide other ideas or support. A professional staff member may also be contacted in emergency situations, but a resident should always contact their RA first.

Housing Policies

All rooms and apartments in Franklin University Switzerland residences are fully furnished with the exception of bed linens, towels, pillows, comforters, or blankets. Lightly used linens are available for purchase in cash in the Office of Student Life.

Many apartments are equipped with kitchens or kitchenettes. Basic cooking equipment and eating utensils are not provided, but some kitchens may contain items left behind by former residents. Students who wish to have more extensive kitchen supplies must purchase their own. 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 or that are donated by students at the end of each year. Some of these items are kept by the Office of Student Life or Green Office over the summer, donated to local non-profit organizations, or made available to interested students at the start of the academic year. For more information, please contact the Green Office.

Any furniture belonging to a room or apartment must stay in that room or apartment. Indoor room/apartment furniture must 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. The cost of any removed or damaged furniture will be charged to the student's account for replacement.

Housing Agreement

Every student living in Franklin University Switzerland housing is required to sign the Franklin University Switzerland Housing Agreement. This agreement serves as the student's rental agreement for their room/apartment with the University. This agreement includes basic guidelines and policies as well as the rental dates for living in the residence. This requires the signature of a legal adult. The parent or legal guardian of a student below the age of 18 must sign on their student's behalf. Apartments are rented to students but are under the control of the institution.

Therefore, the University may exercise its right to conduct a room/apartment check if it determines there is a health, safety, or behavioral risk on its premises.

Housing Selection for Returning Students

Any Franklin student 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 explicit permission from the Coordinator of University Housing. Each spring, current students have the opportunity to select their housing for the following academic year. Relevant dates, the housing selection process, and students' role in the process will be announced by the Office of Student Life.

The housing deposit 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 unless a student is academically dismissed and will not return the next year. 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.

Accessing the Residence Halls

Students may only occupy residence halls during the dates defined on the Academic Calendar by the Office of Student Life. Accessing residences before the academic year or during the winter or summer breaks is strictly prohibited unless a student has received written permission from the Coordinator of University Housing. Accessing the residence halls or individual apartments without written permission will be considered violations of both the Unauthorized Access and Non-Compliance (Class 2) policies in the Code of Conduct.

Housing Accommodations

Franklin is committed to providing reasonable housing accommodations to students with documented disabilities. Housing accommodations are reasonable modifications or necessary forms of assistance that help mitigate the documented health, mobility, or other challenges a student encounters in accessing services or programs in campus housing.

Students may request a reasonable housing accommodation through the processes and policies outlined by the Office of Student Life during the spring housing selection process for the following year. If a student receives documentation of a diagnosis during the academic year, they should meet with the Accessibility Coordinator as soon as possible to discuss available options and other accommodations for which they might qualify.

In order for the University to recognize and consider a request for housing accommodations, a student must provide documentation to the Accessibility Coordinator from a qualified evaluator that may include but is not limited to:

- educational or psychological assessments or evaluations,
- medical records,
- diagnostic reports or assessments (MRI results, scans, x-rays, blood tests, etc.), and
- letters from licensed health care professionals.

Please note that the Accessibility Coordinator or Coordinator of University Housing may request supplemental documentation. Documentation of one's disability should include all of the following information:

- diagnosis of physical, learning, and/or mental health disability/impairment,
- severity level of the diagnosed disability/impairment and how it impairs the student,
- frequency of the diagnosed disability/impairment and how often it affects the student, and
- recommended reasonable accommodations according to the diagnosis or health need, outlining the nature and impact of a student's condition on their housing request.

Students who request a specific kind of bathroom as one of their housing accommodations will be allowed to select one roommate with whom they will share a bathroom in a suite-style apartment with multiple bathrooms (or two roommates in a triple apartment with only one shared bathroom).

It is important to note that not all accommodation requests can be granted, as space on campus and housing options are limited. Franklin makes every effort to accommodate students with a housing assignment that aligns with their documented health needs. Accommodated housing assignments offered to students might not necessarily be located in their preferred campus location. The housing assignment will be based on a student's medical and/or documented health need and not according to their preference.

All housing accommodations are subject to availability. In some cases, the student may be placed on a waitlist or may be provided a reasonable alternative accommodation rather than the specific accommodation they have requested.

Gender-Neutral Housing

The Office of Student Life offers gender-neutral housing to all students who live on campus and are not in their first year at Franklin. This allows students to live with any person, regardless of their gender identity, gender expression, biological sex,

or sexual orientation. Gender-neutral housing provides the option for students to share a suite in which each person has their own bedroom and shares a bathroom and common areas with their roommates. Franklin will consider housing siblings together in a shared bedroom as long as they are the only occupants of the room/apartment.

Students may select their rooms during the standard housing selection process, and all rooms within the suite must be filled to capacity. Students must agree to and adhere to all aspects of this policy.

Gender-neutral housing is offered as an option for students to reside with other people regardless of their sex or gender identity in order to provide an inclusive, diverse environment that appreciates, respects, and supports academic and personal growth and success. If an individual living in gender-neutral housing exhibits behavior that is contrary to the spirit of this effort, they may be relocated to different housing on campus.

If one of the roommates cancels their housing or moves out of the space for any reason, the remaining roommate(s) must identify a new person to fill the vacancy. Depending on the time of year and the status of the waitlist maintained by Housing, the Office of Student Life will define the timeframe in which the remaining roommate(s) must identify a new roommate. If a roommate is not identified to fill the vacancy by the deadline, the Office of Student Life will relocate some or all of the roommates or assign any student who is interested in living in gender-neutral housing to the vacancy. The Office of Student Life also reserves the right to consolidate or relocate the current residents to a different gender-inclusive space that meets their needs. Residents living in gender-neutral housing may be assigned a new roommate of any gender identity.

Check-In for New Residential Students

New residential students must:

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

Check-In for Returning Students

Check-in for returning students will occur at the Office of Student Life as specified on the Academic Calendar on the Franklin website and on the Housing Agreement which all residential students sign before they move into a residence hall. Check-in procedures for returning students are the same as for new students.

Returning students are not allowed to check into their spaces before their scheduled check-in date and time. Students who choose to arrive early must find their own accommodation off-campus until the scheduled check-in date and time. Students who know they will be arriving after the scheduled check-in date should contact the Office of Student Life in advance so staff can arrange for the students to get into their spaces when they arrive.

Room Condition Report and Inventory

Once a student checks into their room/apartment, the student will complete a Room Condition Report (RCR) with their Resident Assistant. The general condition of the room/apartment and inventory at the time of check-in are noted. This same RCR will be used at the time of check-out. Residents should note any marks on walls, floors, sinks, toilets, showers, kitchen counters, appliances, or furnishings visible prior to their moving into the room. Also, they should record any damage to furniture they notice at the time of check-in. Residents will be charged for any damage that occurs while they occupy the apartment. Charges will be assessed for any damage and for any inventory items that are broken/missing at the time of check-out. A resident who fails to complete the Room Condition Report with a Resident Assistant or staff member when they move out of their residence waives the right to contest any damage charges.

General Maintenance Repairs

Any resident with something in need of repair in their room/apartment should submit an online work order or alert their Resident Assistant or Office of Student Life staff immediately. To ensure repairs can be made promptly, students must fill out a Housing Work Order by filling the online work order. Students receive an email each semester from the Office of Student Life that includes the link to the work order form, and it can be accessed by asking a Resident Assistant or Office of Student Life staff member.

Damages Beyond Regular “Wear and Tear”

Residents may be charged for any damage due to their misuse of the space, regardless of whether or not they intended to cause damage. Once the Housing Agreement is signed, the student becomes fully and exclusively 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 check-out process that were not documented on the Room Condition Report at the time of check-in will be billed to the student's account. Individuals who damage University residence property will be charged for the cost of repairs or the replacement of damaged items and may be subject to disciplinary action.

Decorating One's Room/Apartment

Residents should be aware that any items hung on the walls of the room/apartment may cause damage to the wall by leaving a hole or adhesive marks. Rooms must be left in the same condition as they were when the student first occupied the space. 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. If a resident does paint their space, the room will be repainted after they leave the apartment, at their expense.

Keys and Room Access Cards

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

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

- staff and RAs accessing the space in the event of emergencies (or possible emergencies) or illegal activity (or possible illegal activity);
- Franklin maintenance, custodial, or IT staff making repairs or doing other things necessary to maintain the space;

- private service providers on contract with Franklin to conduct maintenance or custodial work; and
- emergency personnel including but not limited to emergency medical technicians, firefighters, police, and members of the Gruppo Sicurezza Servizi staff.

If a student is locked out of their on-campus residence, the student should call the Resident Assistant on Duty to unlock the door, or if it is before 22:00, their own RA. Each student is permitted one complimentary “lockout” per academic year. After one lockout, students will be charged each time a staff member or RA has to let them into their apartments. These charges may be paid in cash at the OSL Front Desk during hours the Front Desk is open. Any unpaid lockout charges will be added to students’ semester bills at the end of each semester as a housing charge.

Lockout charges that do not occur during Academic Travel will be assessed at the following rates:

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

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

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

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

Security

Students should inquire if their family's personal or home insurance covers their belongings on campus in case of theft or damage. If it does not, students are encouraged to purchase personal or home insurance to provide financial assistance in case of theft or damage.

All students living in Franklin residences are covered by third-party liability coverage that protects students if they are held legally responsible for physical injury or damage to someone else's property, but theft of personal belongings is not covered.

Some residence halls have cameras that may record activity in specific areas for a limited period of time. This footage is not monitored regularly, but it may be accessed by University staff or law enforcement officials in the event they need to investigate activity related to safety, general security, and adherence to the law or University policies.

Residents assigned to New C apartments may open their spaces with their Falcon Cards once Office of Student Life staff have granted them access. Additionally, gates in the New Building complex may be opened using Falcon Cards that have been granted access. Note that each use of a student's Falcon Card on these doors and gates is registered automatically by the access system. This record of access or attempted access may be reviewed by staff in the event they believe a safety, legal, or behavioral issue warrants it. Attempting to access one's apartment when the residence halls are closed may be considered an unauthorized entry and may be considered a violation of the Code of Conduct.

Franklin University Switzerland employs a security company (Gruppo Sicurezza Servizi) to patrol the residences between 23:00-05:00 each night. On occasion, security agents may ask students to show their identification. Students must comply with GSS officers' requests and instructions.

To ensure safety and security, students are prohibited from giving the key assigned to them to another individual. It is also important that students do their part to help keep themselves and the residences secure:

- Keep all doors locked, even when leaving the room/apartment only for a few minutes.
- Keep windows closed and locked when no one is at home.
- Keep valuables and passports in a secure place.
- Do NOT prop entrance doors to residences. Please keep all external doors closed.
- RAs should be notified per the Guest Policy when a resident has a guest.

- Notify an RA if someone appears in a residence hall who might not belong there or if there are any strange or suspect occurrences. If a building RA is not home or it is after 22:00 or on the weekend, call the emergency number at +41 79 211 46 89.
- Although Lugano and Sorengo feel safe, it is best to not walk alone after dark.

Franklin University Switzerland has a team of Campus Safety Walkers who are available to walk students from the Library to their residences during certain times of night. A safety walker can be reached by calling the safety walker number at the number emailed to all students at the beginning of the semester.

Fire Safety

It is extremely important that all members of the community are attentive to possible fire hazards and that they familiarize themselves with all building exits.

If there is a fire in a residence:

- Feel the door. If it is hot, do not open it.
- Close all windows and doors.
- Remain calm if it is not possible to leave the room/apartment. Call 118 to notify authorities of your location. If possible, call +41 79 211 46 89 to notify the RA on Duty as well.
- Stuff wet sheets or clothing in cracks under the door.
- Close all doors after using them when exiting the building.
- Do not use the elevators.
- Do not re-enter a building until emergency personnel announce it is OK to do so.

Tampering with fire extinguishers, registering a false alarm, removing fire safety information from a room/apartment or residence, or intentionally/unintentionally setting a fire can endanger life and property. Doing so may result in the cancellation of one's Housing Agreement, restitution, disciplinary action, possible criminal prosecution, and a minimum fine of CHF 800 from either/both the fire department and the Office of Student Life.

Staff Entering Student Apartments

By signing the Housing Agreement and living on campus, students acknowledge that the University might enter rooms/apartments to perform maintenance tasks or investigate safety or behavioral issues. Staff will do their best to inform students about needing to enter their rooms in advance whenever possible. At times, however, advance notice might not be possible.

Staff members may need to enter students' rooms or apartments periodically to make repairs, change light bulbs, check inventory, or fill service requests. While residents have a right to privacy, the University may need enter to ensure a safe and comfortable living environment for the students in that room/apartment and/or other residents.

Please note that submitting an online work request or requesting support from custodial or maintenance staff constitutes approval for a staff member to enter one's apartment. It is important that residents with roommates inform others that they have requested support from custodial or maintenance staff and that someone may enter their shared space to resolve the matter.

In the event that a staff member enters an apartment for a particular reason and notices a potential safety issue, policy violation, or urgent maintenance issue, they may require the student to take immediate action or might need to access additional spaces in order to thoroughly fulfill their responsibilities.

At times, a staff member may need to enter an apartment if they determine a safety issue or policy violation may be occurring or has occurred. Students are responsible for adhering to Franklin policies and municipal, cantonal, and federal laws while living on campus. Staff who enter a room or apartment may notify the Office of Student Life about potential policy violations regardless of whether or not the visit was for that original purpose. Additionally, staff may also inform the Office of Student Life in the event they are able to detect a potential safety issue or policy violation even without entering the apartment. Note that staff may call the police in the event they believe a student is in danger, a crime is in progress or may soon occur, or an individual is at risk of harming themselves or others.

If a staff member needs to enter an apartment, they will knock loudly or ring the doorbell three times and announce themselves when they open the apartment door. They will also knock loudly three times and announce themselves when they open interior doors. In the event a staff member does not follow this procedure, a resident should notify the Dean of Student Life and Engagement as soon as possible.

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

Staff are required to lock all doors when they exit an apartment – including individual bedrooms in suite-style apartments. Individual bedrooms in suite-style apartments are locked so that other students and their guests are unable to enter

before a student returns to campus. In the event a student is locked out when they return from winter break, the lockout will be considered the student's complimentary lockout for the year (if it is the first incident) or will incur a charge (if it is not the first incident).

Damages to Common Areas

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

Garbage Disposal and Recycling

Municipal regulations require the use of approved plastic bags for one's garbage disposal. These bags are green in color for Sorengo and red in color for Lugano and can be bought at the supermarket and are labeled "SACCHI PER RIFIUTI." According to the law, these bags should never contain glass, recyclable plastic, liquids, hot ashes, or heavy or big objects. Once the green or red bags are filled with trash, they must be closed and tied before being deposited in the appropriate containers located outside the buildings. Trash must never be left in doorways or halls.

Students must recycle in accordance with local and federal laws. Individuals who put recyclable materials in their regular trash may be found responsible for violating the Improper Disposal of Waste policy in the Code of Conduct.

Several recycling options are near the Franklin campus:

- A large eco-center is located along Via Ponte Tresa down the street from Giardino in the direction of Agno. One can use the QR code available from the Office of Student Life to enter the space to recycle paper, aluminum, glass, PET, plastic containers, plastic wrap, batteries, and cooking oil. Note that the center is open specific hours Monday through Saturday and is closed on Sunday. Items do not need to be bagged.
- Underground containers for regular trash, glass, and paper can be found on Via al Colle between Via Ponte Tresa and Via San Grato (near the back entrance to New A/B). Trash must be placed in the proper green bag, but glass and paper do not need to be bagged.
- Underground containers for regular trash, glass, and paper can also be found along Via Ponte Tresa in front of the entrance to North Campus. Trash must

be placed in the proper green bag, but glass and paper do not need to be bagged.

- Underground containers for regular trash, glass, aluminum, and paper are located across Via Besso from Alba through the park. Trash must be placed in the proper red bag, but other items do not need to be bagged.

Members of the Green Office team coordinate opportunities for students to share used household items throughout the academic year. Clean, used clothing, bedding, and handbags may also be donated in designated bins at the eco-center in Sorengo and near the entrance to the Franklin parking lot by the Grotto. Items must be placed in a tied plastic bag and placed inside the receptacles and not on the ground.

Residents who leave trash/recycling in hallways, on balconies, or in common spaces may face disciplinary action and/or charges. If trash is found in the hallways or common room and staff are unable to identify to whom the trash belongs, the hallway or entire building may be charged a fine. Please note that special containers for PET, plastic containers, and aluminum recycling may be found in several residences and in or near campus eateries.

For specific information about trash disposal or recycling, a student should ask their Resident Assistant, a staff member in the Office of Student Life, or a member of the Green Office team. Residents who do not appropriately dispose of waste are subject to fines according to the law. Additionally, students may face disciplinary sanctions by the University and removal fees.

Pets

Due to health, damage, and nuisance concerns, pets of any kind are not permitted in the residences at any time. Having an animal in one's apartment is a violation of the Housing Agreement and the Code of Conduct. This includes animals owned by friends, family, or neighbors. 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.

Laundry

All Franklin residences are equipped with washing machines and dryers. Franklin's washing and drying facilities are comparable to 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.

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 so they can dry their laundry inside.

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 it privately. The Office of Student Life helps facilitate the pickup of students' items for storage with a local company at the end of the academic year, but the cost of the storage is incurred by the student.

Energy

Being attentive to one's energy use in the residence halls is important in terms of environmental sustainability and the conscious stewardship of resources. Students should 1) turn off lights, air conditioners, and electrical appliances when they are not in use; 2) conserve heat by regulating radiators, if possible, rather than opening the windows; 3) close all outside doors in the winter; and 4) save water when showering and when using the bathroom and kitchen.

Smoking Policy

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

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

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

The Giardino di Luce (Garden of Light) connecting all New Building residences is a wellness garden. In keeping with the spirit of the donations that made this unique space possible, the garden and all areas facing it are no-smoking and tobacco-free areas. These areas include the garden, outdoor atrium space, hallways in New C,

and McNeely Center of Ideas & Imagination entrance hallways and walkways and any other areas facing the Giardino di Luce (Garden of Light).

Violations of the smoking policy will result in the following:

- 1st Violation: CHF 150 fine
- 2nd Violation: CHF 300 fine. Students found responsible for violating the smoking policy may lose housing selection privileges and may be required to select their housing for the next year after all other current students have made their selections.
- 3rd Violation: CHF 600 fine. Students found responsible for their third violation may be evicted or may be prohibited from living on campus for the following year. Additional sanctions may be assigned. Please note that this may impact one's residence permit and legal standing in Switzerland.

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

Grilling in the Residence Halls and Giardino di Luce (Garden of Light)

Grilling is prohibited in Franklin's residence halls except for the grass on the lawns outside of Giardino and Panera. All grills must be kept away from the residences to prevent fire hazards and must never be brought inside or be placed on any balcony or public walkway. Grills are prohibited in all other residences and in the Garden of Light in the McNeely Center of Ideas & Imagination. Any students found to be grilling in prohibited areas will be fined CHF 150 and assessed for any damages, and their grills may be confiscated.

Guest Policy

Franklin is required to register all guests who are not campus residents with the local police as if it was a hotel or other kind of lodging establishment. Students hosting guests who are not residents of the municipality for two nights or longer are required to notify the Coordinator–Student Immigration and Administrative Services so Franklin can follow processes the government mandates.

Residents must notify their Resident Assistants and the Coordinator of University Housing in writing when they plan to host a guest and must receive permission from their roommate(s). Residents may host guests for up to five days in a 30-day period. In the event a resident would like to host a guest for longer than five days, the resident must receive written permission from the Coordinator of University Housing.

In addition to being courteous to one's roommate, students must also consider the needs of others, including their sense of security and community. Before inviting a guest into the community, it is important that the host understands the risks involved and has determined that others are not endangered by their guest or their actions. All residents are responsible for their guests and their guests' behavior.

When a resident entertains a guest, they are responsible for their roommate's/roommates' privacy and belongings and must ensure their guest does the same. Roommates should actively discuss how they will communicate about guests and get one another's approval before having visitors. Additionally, they should determine the amount of time that is appropriate for a guest to be in the space and the days and times entertaining visitors is acceptable. These topics should be outlined in roommates' initial conversations or when they create a roommate agreement with or without guidance from the Office of Student Life. A student should not feel compelled to leave the room to accommodate their roommate's guests, nor should they be placed in a situation that might cause embarrassment or inconvenience.

Cleanliness of Room/Apartment

It is the responsibility of each resident to help keep rooms/apartments clean and sanitary. By keeping one's 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.

Room/apartment inspections may be required in the event staff have reason to believe an individual is creating an environment that makes the living situation hazardous or uncomfortable for themselves or others. In cases in which a room or apartment is found to be in an unsanitary condition, the University has the responsibility to have the apartment cleaned by a professional cleaner or repaired by an external service provider at the student's expense.

Although Franklin University Switzerland will do its best to notify students in advance, it may be necessary to hire a service provider to clean at the student's expense without notice. If the cleanliness and general condition of a room/apartment give staff repeated cause for concern, the Office of Student Life may perform regular health and safety inspections at random. This may result in additional disciplinary action, fines, and/or eviction from the residence halls.

Room/Apartment Changes

A student room/apartment is rented for the full academic year (with the exception of housing for semester abroad students) and cannot be changed in most circumstances due to requirements of the local authorities concerning a student's

residence permit. However, in the case of emergencies and with the permission of the Coordinator of University Housing, a student may change rooms if there is space available and if the student has already exhausted options to resolve conflicts or issues.

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

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

The University reserves the right to re-assign apartments to students in the event they are found responsible for violating policies. Students must be in good academic and disciplinary standing in order for a room change request to be considered. Students who wish to change rooms/apartments must make an appointment with the Coordinator of University Housing to discuss potential options. Additionally, students who choose to change rooms throughout the academic year will be held fully responsible for the charges associated with cleaning the space they are vacating.

A student who changes rooms/apartments between the Fall and Spring semesters must fully vacate the space before departing in December, complete a check-out meeting and check-out Room Condition Report with their RA, and sign their key/access card back in in the Office of Student Life. The student will not be able to check into their new room/apartment or receive their key until they return in January on or after the return date noted on the Academic Calendar on the Franklin website. Students moving between semesters are not permitted to access their rooms/apartments earlier than the published hall opening date in January. Storing and shipping items are the responsibility of the student.

Room/Apartment Vacancies and Consolidation of Empty Spaces

Changes in housing assignments, including the allocation of empty beds, are arranged through the Coordinator of University Housing. Any student occupying a double room as a single will be billed the single-use room rate with a supplement each semester, due to the occupancy of the space and increased cleaning costs at the end of the year. Other buy-out requests must be discussed with the Coordinator of University Housing. Unoccupied spaces in rooms/apartments may be assigned to students on an ongoing basis. Empty beds and spaces may not be used by other students in any way, and unused rooms will be locked by staff. Students are prohibited from accessing or using them for any purpose. If a student would like the room to be unlocked and pay the standard housing rate for the

second space, they may request this by contacting the Coordinator of University Housing. Buying out a space is not guaranteed, as sufficient spaces must still be made available for other students who might need to move. If any student is found occupying or using a vacant room/apartment in any way, the student will be subject to disciplinary action and will be charged the cost of occupying this space.

Students living alone in a double- or multiple-occupancy apartment may request one of two options: a) the student may find another student that would like to live with them or b) the student may “block” that space. The Coordinator of University Housing will consider students’ requests and approve or deny them based on the availability of beds and other factors. If a student would like to “block” an empty space in the room the student currently occupies, the Office of Student Life will not use the extra bed in the space for the rest of the academic year, and the student will be charged the single rate for the room plus a 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 who 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.

Checking Out of the Residences

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

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

- All food, trash, and recycling must be disposed of properly in the appropriate containers.
- All dishes must be clean and put away.
- Items not listed as inventory on their Room Condition Report (RCR) must be removed and disposed of properly.
- Rooms should be swept and mopped.
- All sinks, showers, refrigerators, and other appliances that were present in the space at the time of move-in must be cleaned.

- All windows and doors should be shut and locked.
- All electronics must be unplugged, and kitchen appliances must be turned off except for the refrigerator.
- All students must schedule a check-out meeting with their Resident Assistant during which they complete a check-out RCR.
- All residents are responsible for understanding and adhering to check-out procedures implemented and communicated by the Office of Student Life and their Resident Assistants. These instructions are emailed to all students several weeks before the end of the semester.
- Failure to complete a proper check-out will automatically result in a CHF 300 fine and the possibility of additional cleaning and removal fees. Additionally, students who fail to complete a proper check-out risk losing their housing assignment for the following academic year. Failure to turn in keys, access cards, or access badges will result in a CHF 300 charge.

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

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

Section 4: Student Grievances

Student Grievance Policy

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

As part of Franklin's efforts to foster and cultivate a culture of mutual respect and open dialogue, grievances should first be discussed with the concerned party or parties. If this is not possible or the grievance remains unresolved, the student should proceed up the chain of authority (see the diagram below) until the grievance has been addressed.

Any student who feels aggrieved may consult with the Judicial Affairs Officer concerning the process and 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 hearing panel. In addressing grievances, the University personnel will do everything they can to balance the needs and rights of all parties in a fair and unbiased process.

Although a person submitting a complaint (the affected party) is not required to provide any personal information, students are strongly urged to provide, at a minimum, an email address where they may be contacted. This is especially important if there are follow up questions or responses that may be important to adequately addressing the concern. If an affected party fails to provide any identifying or contact information, it may limit the University's ability to address 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 hearing panel 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 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 determines 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 individuals

involved and determine how to proceed while respecting the student's rights. The decision of the judicial hearing panel or independent review board will be binding for all parties concerned unless an appeal of the decision is submitted to the Dean of Student Life and Engagement or to the University President.

The grievance process (through its resolution but not necessarily including the time it takes to complete the review of an 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 parties. Good cause for such an extension may include but is not limited to the following: if the complexity of the case requires additional time; if multiple parties are involved; if witnesses or parties are unavailable for extended periods of time; if the University is closed or on an academic break; or if a University investigation would compromise a police investigation.

The affected party may initiate the grievance process or withdraw from participation in it 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 patterns, predatory behavior, threats, weapons, and/or violence, or if it is otherwise determined that a significant threat to the University community must be addressed.

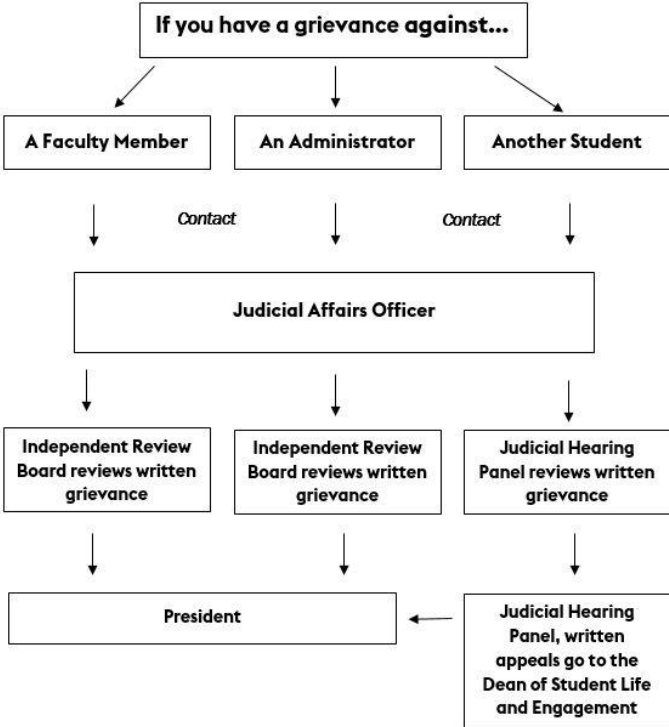
Student Grievance Appeal Procedure

Either party (the affected party or the respondent) may appeal a decision in writing by the deadline stated in the judicial hearing panel decision letter to the Dean of Student Life and Engagement or to the University President 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 University President will review the written appeal and communicate their determination within two weeks. The University President's decision is final and binds all parties. If the dispute involves the University President, a final decision will rest with the Board of Trustees.

Student Grievance Procedure Diagram

Student Grievance Procedure Diagram

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



Section 5: Franklin University Switzerland Code of Conduct

Purpose of the Code of Conduct

The purpose of this Code is to provide a framework for a judicial system at Franklin University Switzerland. Its primary function is to assist in the execution and support of the rules in the Student 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 hearing panels
- The Judicial Affairs Officer (generally the Associate Dean of Student Life)
- Resident Assistants (RAs) and the Office of Student Life staff member supervising them

- The Dean of Student Life and Engagement
- The President of the University

Roles within the Judicial System

The Judicial Board

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

The Judicial Affairs Officer

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

Specifically, the Judicial Affairs Officer:

- Co-supervises and directs the workings of the Judicial System at Franklin
- Collaborates with the 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 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 Co-Chairs as needed in determining these cases
- Notifies student(s) of Class 1 and 2 violations and any sanctions that have been decided, in writing or via email
- Forwards Class 3 violations (or the accumulation of Class 1 and Class 2 violations) to the Co-Chairs of the Judicial Board
- Receives any decisions regarding Class 3 violations from the Co-Chairs
- Administers, implements, and follows up on any sanctions decided by the Co-Chairs or a hearing panel relating to a Class 3 violation

- The Judicial Affairs Officer is fully empowered to expand sanctions if the student is not forthcoming.
- Reviews Judicial Board procedures, policies, and best practices.

Resident Assistants (RAs) and the Associate Dean

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

The Dean of Student Life and Engagement

The Dean of Student Life and Engagement receives appeals on judicial decisions made by a Judicial Board 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 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 Co-Chairs, to require direct intervention or immediate attention.

Structure and Composition of the Judicial Board Composition

The Judicial Board consists of the following volunteers:

- One Faculty Co-Chair approved by the Faculty Assembly for a period of two years
- One Staff Co-Chair approved 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
- At least five faculty members, approved by the Faculty Assembly
- At least five staff members. Staff members in the Office of Student Life may not serve as staff representatives on the Judicial Board.
- At least four student members, elected by SGA. Students must be in good standing with no Class 2 or Class 3 violations in their file. Additionally, students must have a cumulative GPA of 2.5. Resident Assistants may not serve as student representatives on the Judicial Board.

Role of the Judicial Board

The Judicial Board generally meets once a semester for training and to discuss the Code of Conduct. The Judicial Board 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 Judicial Affairs Officer may choose to call further meetings for major reviews or exceptional circumstances.

Co-Chairs of the Judicial Board

The Co-Chairs of the Judicial Board 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 Judicial Affairs Officer, appoint an interim Co-Chair from among the Judicial Board members. Specifically, the Co-Chairs will:

- Collaborate with the Judicial Affairs Officer to define reasonable timeframes for judicial procedures and actions
- Decide on student appeals on the decisions made by the Judicial Affairs Officer regarding Class 1 and 2 violations
- Maintain trackable records of any meetings/hearings not attended by the Judicial Affairs Officer, allowing for swift access by the Judicial Affairs Officer or –eventually- an appellate authority (See above. No other University official can have direct access to these records.)
- Receive Class 3 violations from the Judicial Affairs Officer 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 Judicial Board in collaboration with the Judicial Affairs Officer (generally once per semester)
- Review Judicial Board procedures and policy

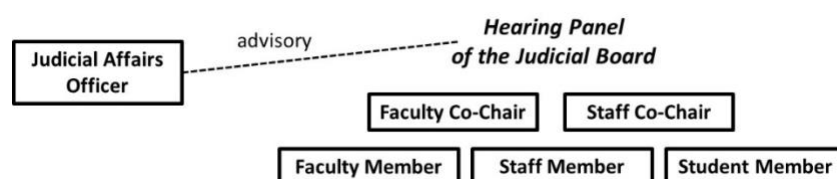
Hearing Panels

For Class 3 violations, the Judicial Board 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 Judicial Board.

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 Judicial Affairs Officer, will appoint an interim Co-Chair to assist in the specific case/hearing.
- If an insufficient number of Judicial Board members are available or eligible to serve as members of a hearing panel, the Co-Chairs may request the temporary appointment of, respectively, a student (by the Student Government Association President), faculty member (by the Dean of Academic Affairs), and/or staff member (by the Vice President of Finance and Administration).
- 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

The following behaviors are considered violations of the Code of Conduct:

Class 1

Disruptive Behavior

- 1a. Creating noise that interferes with or has the potential to interfere with the legitimate rights of others in the residence halls, Franklin buildings, and facilities or the area surrounding campus.
- 1b. Producing sound that is audible outside one's apartment door or in adjacent rooms or disturbs others outside of campus buildings, on the street between buildings, or in the general community during quiet hours (between 22:00 at night

and 07:00 the next morning) without written permission from the Dean of Student Life and Engagement.

1c. Significantly or repeatedly disturbing a person or group of individuals, obstructing University events, processes, or the learning environment.

1d. Drinking games in community or outdoor spaces.

Smoking

1e. 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.

Improper Disposal of Waste

1f. Improperly disposing of waste; leaving it in doorways, hallways, stairwells, common areas (including but not excluding kitchens and laundry rooms), or on personal balconies instead of placing it in the appropriate receptacles.

Safety and Security

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

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

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

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

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

1l. Bringing any type of animal into residence halls for any amount of time without written permission from the Dean of Student Life and Engagement.

1m. Assisting in or being actively present for a violation of a University policy or agreement. (Note that the violation class of this policy may be reconsidered depending on the severity of the incident.)

Non-Compliance with Administrative Requirements

- 1n. Disregard for Franklin University Switzerland administrative policies and procedures.
- 1o. Repeatedly violating the terms of a written roommate agreement mediated by a Resident Assistant or staff member.

Gambling

- 1p. Betting or wagering money in Franklin residences or grounds, or online.

Class 2

Destruction or Property Damage

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

Theft and Misuse of Property

- 2b. The theft or unauthorized use of another individual's property or University property.
- 2c. The unauthorized removal of any property from its assigned place.

Unauthorized Access

- 2d. Accessing or attempting to access any space without authorization including but not limited to others' apartments, classrooms, offices, roofs of campus buildings, fitness facilities, campus eateries, storage closets, restricted conference rooms, or custodial/maintenance rooms.
- 2e. Using space or resources to which one has been granted access for purposes other than those for which authorization was granted.
- 2f. Knowingly providing access of any restricted space to an individual who does not have the proper authorization.

Safety and Related Equipment

- 2g. Dismantling or tampering with features in place to help ensure individual or public safety.
- 2h. Tampering with any fire or reporting equipment or interfering in any way with emergency services or procedures.
- 2i. Throwing or dropping anything from a window, roof, or balcony.

Harassment and Abusive Behavior

2j. 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.

Personal or Private Information

2k. Publicly distributing another Franklin community member's private contact information or portions of private or closed conversations without their express consent.

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

2l. Failing to comply with a Franklin University Switzerland staff member's request while performing their duty.

2m. Disregard or continued non-compliance with Franklin University Switzerland administrative policies.

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

2o. Violating local, cantonal, or federal law.

False Information

2p. Intentionally providing false or misleading information, reports, testimony, or documents to a University official or entity.

Social Media and Digital Presence

2q. 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

2r. Behavior that may endanger third parties, in or outside the Franklin community.

Incomplete Sanctions

2s. Failing to complete sanctions assigned by the Judicial Board or the Judicial Affairs Officer by the deadline. Incomplete sanctions result in one being

automatically and immediately found responsible for violating this policy and will initiate additional judicial action.

Class 3

Drug Use

3a. Possession, consumption, or the distribution of any illegal or prescription drug use not accepted by Franklin 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 and 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 be considered as one violation class higher than violations taking place on campus.

All policies related to Franklin buildings apply to all services, buildings, and excursions arranged by Franklin for Academic Travel courses including but not limited to lodging, dining establishments, site visits, and public places.

Guests

Any student hosting a guest or guests shall be held responsible and will be sanctioned for their guests' violations to the Code 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 Judicial Affairs Officer within that deadline, the Judicial Affairs Officer and/or the Judicial Board Co-Chairs will not guarantee timely action regarding that specific case and may even rule for the non-prosecution of that specific case.

Potential Sanctions

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

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

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

Class 1 Sanctions

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

Class 2 Sanctions

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

- A warning and/or disciplinary probation
- A written apology adhering to specified guidelines
- Restorative sanction including but not limited to an online module and/or reflection paper
- Restitution of damages and/or monetary fine
- Campus service or some kind of relevant service to the University
- Community service (to be monitored/supervised by a staff or faculty designee)
- Mandated no-contact order among parties involved
- Counseling (in conjunction with the University Counselor)
- Restriction from certain activities or a loss of privileges (ex. student organizations, access to fitness facilities, loss of place in the housing selection process)
- Prohibition from living in certain residence halls or eviction from one's current housing (in conjunction with the Office of Student Life)
- Being temporarily or permanently banned from some or all residence halls

Class 3 Sanctions

The 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:

- A warning and/or disciplinary probation
- A written apology adhering to specified guidelines
- Restorative sanction including but not limited to an online module and/or reflection paper
- Restitution of damages and/or monetary fine
- Campus service or some kind of relevant service to the University
- Community service (to be monitored by the Judicial Affairs Officer and supervised by a staff or faculty.)
- Mandated no-contact order among parties involved

- Counseling (in conjunction with the University Counselor)
- Restriction from certain activities or a loss of privileges (ex. student organizations, access to fitness facilities, loss of place in the housing selection process)
- Prohibition from living in certain residence halls or eviction from one's current housing (in conjunction with the Office of Student Life)
- Being temporarily or permanently banned from some or all residence halls
- Involvement of the Dean of Academic Affairs, Dean of Student Life and Engagement, or Vice President of Finance and Administration, which may impact one's eligibility for some or all of an Academic Travel, financial aid, LLLS roles, or other kind of standing with the University.
- Temporary suspension from the University
- Permanent expulsion from the University

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

Follow-up to Class 3 cases

After the conclusion of a Class 3 case, the Judicial Affairs Officer or the Co-Chairs may call the parties involved in the case for a follow-up discussion. The discussion is meant to be informal, and thus not mandatory, and is aimed at assessing the effectiveness of the judicial procedure. The discussion will not re-open the case or modify the sanctions decided for that specific case.

Judicial Hearings

In Absentia Policy

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

Notification

After the Judicial Affairs Officer or Judicial Board has adjudicated a case, the student(s) accused of violating the Code of Conduct will be informed via email within two academic days. This notification will include the specific policy/policies for which the person is found responsible, relevant sanctions, and information about appealing the decision.

In the event the incident was formally brought forward by an accuser, the accuser will be notified that the case is resolved via email within two academic days. The accuser will be informed whether or not the person has been found responsible, but other details will not be provided. The accuser will also receive information about appealing the decision. In the event that there is no formal accuser, no individual involved will be notified about the outcome.

Judicial Board Hearing Panels

In the case of Class 3 violations, the 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 Judicial Affairs Officer who will meet with the parties involved and conduct a preliminary investigation.
- The Judicial Affairs Officer will report to the 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 Judicial Affairs Officer and the two Co-Chairs.
- If necessary, the 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 Co-Chairs will take this into account.
- No one can decide individually to conduct a hearing or 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 and request that the Judicial Board Co-Chairs appoint a different student, faculty, or staff member of the Judicial Board to serve in the place of one of their respective counterparts. The makeup of the hearing panel is the final decision of the Co-Chairs.
- 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 Franklin 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 the Office of Student Life) 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 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 on by the Judicial Affairs Officer.

Sanctions from the Franklin 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 Judicial Affairs Officer has the power to expand them and will report to the 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 Judicial Affairs Officer 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 Franklin student is found guilty under Swiss law, the Co-Chairs and the Judicial Affairs Officer may decide on further Franklin-specific measures. The student may be suspended or expelled from Franklin for the first offense.

Intended and Tentative Timeline:

The 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 Judicial Affairs Officer will strive to implement interim measures and conduct any necessary research or interviews within two “business” weeks before forwarding the case to the Co-Chairs. Temporary delays could occur when Swiss law enforcement specifically requests and justifies a longer delay.
- Hearing: The Co-Chairs will strive to convene a hearing within two “business” weeks after receiving the written request and full documentation from the Judicial Affairs Officer. Ideally, the Judicial Affairs Officer will forward the case and relevant documentation simultaneously.
- Decision: After the hearing, the Co-Chairs will strive to communicate the decision to the parties within three business days of the hearing. If the panel decides to forward the case to the appellate authority (e.g., Dean of Student Life and Engagement, see above), this communication will be necessarily delayed. The appellate authority will strive to decide as quickly as possible.
- Appeal letters must be submitted in writing by the date indicated in the decision letter.

- Appeal decisions are typically issued within five 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 Co-Chairs, the hearing panel and/or the Judicial Affairs Officer may suggest this mechanism. If all student parties agree, the Judicial Affairs Officer 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

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

Filing a Police Report

- Complainants in Class 3d, 3e and/or 3f violations have the right to file a police report with the local authorities at any time, and regardless of whether a

mediation and/or a hearing has taken place. This option allows the victim to press criminal charges against the accused.

- If the complainant has decided to file a police report, Franklin 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 Franklin University Switzerland 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 Judicial Affairs Officer may immediately issue no-contact letters for all parties involved to ensure protection and safety. Furthermore, as the hearing process develops, the Co-Chairs and/or the Judicial Affairs Officer 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 Assembly or staff meetings. That applies to all classes of violation, independently of 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 Judicial Affairs Officer, maintain the right to inform faculty and staff members whose work may be influenced by the judicial process at hand. All information will always remain confidential.

Appeals

Should any participant in the judicial process believe that procedure has not been followed or that the judicial process has been applied in an unfair manner, they may file an appeal with proper justification with the Judicial Board Co-Chairs (in the case of Class 1 and 2 violations) or the Dean of Student Life and Engagement (in the case of Class 3 violations). The appealing party must notify the relevant individual(s) by email or in writing of their intention to appeal within seven academic days of the date and time of the email(s) notifying the person(s) they have been found responsible. Academic days are defined as those on which classes or final exams are held on campus.

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

Decisions may be overturned and reconsidered by a majority vote of 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

Guidelines for Conduct on Academic Travel

Students should remember that, at all times during Academic Travel, 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 Franklin 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 Judicial Affairs Officer and/or the Co-Chairs.

A student who has not observed these norms may be called before a Judicial Board hearing panel and will be subject to the appropriate disciplinary process.