

## Xavier University Student-Invited Speakers Policy

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### REASON FOR POLICY

Xavier University's commitment to free inquiry and engagement of ideas, particularly in pursuit of Ignatian Civic Engagement, informs our perspective on invited speakers. Xavier University seeks to provide students with the skills and experiential learning opportunities to productively engage in civil discourse across conflicting intellectual, moral and spiritual viewpoints with compassion with the goal of achieving educational awareness and solidarity. This policy aims to empower and support students in the implementation of speaker events, including those that may be deemed controversial or challenging. The policies and protocols described below are meant to serve this purpose by providing consistent procedures for all students and student organizations.

### POLICY

#### Scope:

The scope of this policy applies to enrolled undergraduate or graduate students (individuals or groups) and recognized graduate and undergraduate student organizations. The policy applies to speaker events organized by students or student organizations that are sponsored by Xavier University, including activities:

- organized or sponsored by a recognized student organization
- fully or partially funded by Xavier University
- using the Xavier University name
- on-or off-campus

This policy does not apply to the following:

- employees (except in their role as advisors to recognized student organizations)
- faculty who invite a speaker for their course content and/or related classroom activities
- external organizations utilizing or renting Xavier University spaces (refer to Facility Usage Agreements and related policies)

To best allow and encourage free expression of ideas, this policy requires events to be registered via the process described within this document. The registration process allows for on-and off-campus activities to proceed in such a way that ensures the proper functioning of the University and creates a safe community for all its members.

Students and student organizations are required to register invited speaker events with the Office of Student Involvement. If approved by the Office of Student Involvement, the organizers may access Xavier space (with separate approval), promote the event on-campus and using campus resources (following relevant posting guidelines), and access planning resources and guidance through Xavier's Take It On Initiative, Office of Student Involvement, XUPD, and other on-campus offices.

The registration process allows for informed notification of the University and its community, which is meant to protect the University and its community members by ensuring events are properly planned with the safety of all in mind. Notification in this way allows for everyone involved to be best prepared and encourages *more* participation and support across campus. Xavier University is not responsible for any expenses incurred prior to final approval.

Through the registration process, the Office of Student Involvement may: 1) accept, 2) deny, or 3) require adjustments be made for any proposed speaker events.

### DEFINITIONS

- Students:** For the purposes of this policy, and in accordance with section 1.1.5 of the student handbook, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest at the University. This policy applies to all student classifications and levels (i.e., graduate, undergraduate, APEX, ABSN, full-time, part-time).
- Recognized/Registered Student Organization:** A recognized group of Xavier students who unite to promote or celebrate a common interest and are registered with the Office of Student Involvement. This includes all organization classifications and categories, as detailed with the Office of Student Involvement (i.e., clubs, subordinate bodies, university-affiliated organizations, student working groups, club sports, limited affiliation groups, student-run businesses).
- Invited Speaker:** An individual, group, or organization, including alumni, invited by students or a recognized student organization to give remarks or otherwise present at a student or student organization hosted event or activity. For the purposes of this policy, University employees serving in this capacity may be considered "invited speakers." Invited speakers may be compensated or uncompensated.
- Event:** An event is a student or student organization sponsored activity, which may include a meeting, presentation, social event, fundraising activity, or similar. Events may take place on-or off-campus, be fully or partially funded by the University, and/or use the University's name.

## PROCEDURES

- a) **Registration Process:** Students and/or recognized student organizations must register their speaker events with the University through the Office of Student Involvement.
- i. **Register:** Students and/or recognized student organizations must complete the Event Registration form in EngageXU (link to revised form) no less than 2 weeks prior to the planned event date.
  - ii. **Timeline:** The Office of Student Involvement is available to assist students and student organizations with proposed speaker events and will consider all registration requests. The Office of Student Involvement requires students and student organizations submit their initial registration at least two weeks before the proposed event. The Office of Student Involvement may deny or postpone any invited speaker requested with less than two weeks' advance notice in order to give the University time to approve and prepare. Students are welcome and encouraged to submit their registration earlier. Events that may require more time for approval due to the size or nature of event/speaker(s) are encouraged to be submitted earlier than two weeks in advance.
  - iii. **Criteria for Consideration:** Speaker events will be evaluated holistically and using the following set of considerations. Event organizers will need to detail the following types of information in the event submission form.
    - i. Location (on or off-campus, inside or outside, etc.)
    - ii. Format (panels, lectures, debates, etc.)
    - iii. Anticipated costs (to the University)
    - iv. Safety of University community members and property
    - v. Impact on the regular function of the University
    - vi. Speaker is a public official or candidate for office (local, state, federal)
    - vii. Speaker background (affiliation, expertise, relation to Xavier University, role in event, etc.)
    - viii. Intended Audience (size, affiliation with university, public vs. private access)
    - ix. Media attention
    - x. Alignment with [Principles of Free Speech and Expression](#)
  - iv. **Planning Meeting:** Depending on the complexity of the proposed event, a planning meeting with an Office of Student Involvement team member may be required to provide further information and details about the event.
  - v. **Possible Outcomes:** Upon review of the criteria for consideration, the Office of Student Involvement may: 1) approve the event, 2) deny the event, or 3) require adjustments be made to the event before it may take place.
- b) **Violations of Policy:** Violation of this policy may result in the following actions taken singularly or in combination:
- i. Immediate termination of the event;
  - ii. Payment for any labor, repair, or replacement costs incurred because of the violation;
  - iii. Forfeiture of the use of the space for a stated period of time;
  - iv. Referral to other campus offices as deemed appropriate; and
  - v. Alleged violations may be referred to the Dean of Students, Vice President for Student Affairs, and/or designee.

## CONTACTING XAVIER

Please contact any of the following for questions regarding this policy:

Office of Student Involvement (513) 745-3004  
Senior Director for Student Affairs (513) 745-4879  
Division of Student Affairs (513) 745-3202

## AUTHORITATIVE SOURCE

The authoritative source for this policy, and responsibility for its implementation, rests with the Division of Student Affairs.

## APPROVAL AND REVIEW HISTORY

University Protocol for Campus Public Speakers and Events Approved – 4/1/04  
University Protocol for Campus Public Speakers and Events Revised – 8/8/12  
Student-Invited Speakers Policy Drafted by Student Affairs and Take It On – 5/1/24  
Reviewed and approved – 8/14/24

**REVIEW SCHEDULE**

This policy is subject to annual review and amendment. When conditions warrant, a review committee may be called together to develop recommendations.

Related Policies

Student Activism Guidelines

Student Lobbying, Campaign, and Political Activities

Facility Usage Agreement

Posting Policies (GSC, Outdoor, Digital Signage, Other)