



**STUDENT HANDBOOK**

**2008 - 2009**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Dear Students,

Welcome to the University of Saint Mary! You are beginning a life long journey of intellectual enlightenment and personal growth. The Student Life Department is here to assist you in that journey.

I urge you to make the most of your time at Saint Mary by applying yourself seriously to your studies, getting involved in campus organizations, and participating in the many campus activities offered year round. Your first priority is to mature intellectually, but we also hope you will develop culturally, emotionally, socially, and spiritually.

You are primarily responsible for your growth and development, both as a student and as an individual. Regular class attendance and study are essential components of academic success, but involvement in other aspects of campus life and participation in community service will help you learn, cultivate leadership skills, and broaden your worldview.

I encourage you to read the following pages carefully as they contain important information about services available to you. The handbook also includes the non-academic policies that regulate personal behavior on campus. It is your responsibility to know and understand these policies.

The Student Life staff pledges to foster the values of COMMUNITY, RESPECT, JUSTICE, and EXCELLENCE set forth in the University of Saint Mary values statement and confront any behavior that may weaken the spirit of our community.

Have a great year!

Lisa L. Beckenbaugh, Ph.D.

Dean of Students

## **USM MISSION STATEMENT**

The University of Saint Mary educates students of diverse backgrounds to realize their God-given potential and prepares them for value-centered lives and careers that contribute to the well being of our global society.



## **USM VALUES STATEMENT**

The University of Saint Mary believes in the dignity of each person's capacity to learn, to relate, and to better our diverse world.

### **WE VALUE**

- **COMMUNITY**
- **RESPECT**
- **JUSTICE AND**
- **EXCELLENCE**

## **STUDENT LIFE MISSION**

The University of Saint Mary Student Life Office strives to assist students in realizing their God given potential through healthy, whole-person development. The various dimensions of each student's life that contribute to his or her well being include: cultural, emotional, intellectual, occupational, physical, social, and spiritual.

*The policies and procedures in this Student Handbook are subject to review and revision annually. If changes, additions, or deletions are made during the academic year, they will be announced and posted by the Student Life Office. All changes are applicable to all students when and as announced.*

*University of Saint Mary maintains a non-discriminatory policy in compliance with applicable law in the administration of all its educational policies, admissions policies, school and loan programs, athletic, and other school-sponsored programs, and in all hiring and promotion practices. The University of Saint Mary Non-Discrimination Policy is printed in the University of Saint Mary Catalog.*

## UNIVERSITY SERVICES

### ACADEMIC RESOURCE CENTER (ARC)

The main goal of the Academic Resource Center (ARC) (101 Miega Hall) is to aid students of all abilities with becoming effective learners. The ARC does this by helping students to improve their performance in the critical academic areas of reading, writing, and learning skills. In addition, the ARC provides tutors to students for a wide-range of academic fields, including the new team-taught, interdisciplinary Learning Communities.

The ARC also hosts seminars on "student survival skills" which include time management, stress management, note-taking, test-preparation, as well as math, reading, and study-skills seminars. These small seminars are designed to introduce students to the wide range of abilities needed to succeed in University life. In addition to these seminars, students are invited to meet with the ARC staff to further discuss any concerns in detail. The ARC also provides students with computer and Internet access, proctors exams, and a comfortable, distraction-free environment for studying.

### Americans with Disabilities Act/Section 504 (ADA)

In order to assist our students in maximizing their capabilities, the Student Life Office and the ARC provide support for students with disabilities. These offices assist students with obtaining academic accommodations according to Americans with Disabilities Act, Section 504. All USM students who qualify for services are required to register their documentation with the Student Life Office in Berchmans Hall. After the paperwork has been evaluated, the student, with the assistance of the ARC, creates a plan regarding academic support for the semester. **Students who do not register** their paperwork and create their plan **are not eligible** for academic accommodations.

The ARC is a valuable resource for students. All students are welcome to contact the ARC and utilize the services provided.

If you have any questions or would like more information, please contact the USM Academic Resource Center at ext. 6426.

### SPIRE SPIRIT SHOP

Sodas, juices/snack items, diskettes, school supplies, personal necessities, and University of Saint Mary gifts/apparel are available at the Spire Spirit Shop (first floor Mead Hall). Discover, MasterCard, VISA, and American Express are accepted. Textbooks may be purchased online at [www.stmary.edu](http://www.stmary.edu).

### CAMPUS MINISTRY

"Campus Ministry is an expression of the Church's special desire to be present to all who are involved in higher education" (Empowered by the Spirit: A Pastoral Letter on Campus Ministry, Nov. 15, 1985). At the University of Saint Mary, this presence is expressed in a variety of ways and by many different people. Campus Ministry is located in Berchmans 110, 1<sup>st</sup> floor.

Specifically, Campus Ministry exists in order to serve the Saint Mary community by providing opportunities for prayer, spiritual growth, development of religious understanding, and participation in the sacraments. Other opportunities for spiritual growth include Bible study, ecumenical prayer services, retreats,

communal penance services, and sacramental preparation. Individuals seeking spiritual guidance are encouraged to contact the campus minister or Chaplain. The Eucharist is celebrated on Sunday evenings and other times as posted.

Campus Ministry offers opportunities for the Saint Mary community to serve others through a variety of volunteer activities. These opportunities include serving at a local soup kitchen, assisting with parties for the elderly sisters, and helping with area charitable organizations. Campus Ministry also sponsors a weeklong service project during Spring Break. Through special events, the university community is encouraged to grow in understanding of social concerns.

### **CAREER DEVELOPMENT**

The Career Development Center is committed to assisting students in all stages of career planning. Students are assisted on deciding career direction, gaining information about careers, and developing essential qualifications based on individual life goals. Students are also assisted with implementing a plan to achieve their life and career goals. The services of the Career Center are offered to students from their freshman year to graduation and throughout their careers.

Included in the services offered by the Center are:

- a) Career Counseling – individual and group career planning to identify career- related interests, skills, and values
- b) Computerized career guidance exploration process (Kansas Career Pipeline)
- c) Vocational assessment (MBTI, CBI, Kansas Career Pipeline)
- d) Career resource and video library
- e) Information about graduate programs around the world
- f) GRE and GMAT study materials
- g) Employment – off-campus employment
- h) ACCESS – mentor program involving alumni and community employers who offer to assist students in learning about, and gaining experience in, various career fields
- i) Workshops – resume writing, interviewing skills, and job search strategies
- j) Mock interviews
- k) Information about internships

Special Programs – career fairs, interview days, and career information days around the area as well as the Etiquette Dinner, Nursing Career Fair, and Teacher Interview day on the Saint Mary campus.

### **CHECKS AND CHANGE**

The Business Office, located on the first floor of Saint Mary Hall, cashes checks up to \$50 during regular business hours. A student ID card or other form of identification must be provided. If a check is returned, a service fee of \$25 will be charged. If two (2) or more checks are returned in an academic year, check cashing privileges will be forfeited for the remainder of the academic year or until restitution has been made, whichever is earlier.

## **COUNSELING SERVICES**

Counseling Services are located in Berchmans 117 and are available to all University of Saint Mary students. During college years, students face a variety of challenges and occasionally find themselves in need of additional support.

Students seek personal counseling to:

- a) increase self confidence
- b) overcome loneliness
- c) cope more effectively with stress
- d) develop more satisfying relationships
- e) control anxiety
- f) deal with body image issues
- g) deal with problems involving alcohol or drug use
- h) other mental health issues of concern

Students exhibiting chronic and/or critical mental health issues are referred to local mental health providers covered by their insurance plan.

## **FAX MACHINE**

Students may send and receive faxes in the Admissions and Financial Aid Office, Saint Mary Hall, M-F, 8 a.m. to 4:30 p.m. A student must show their student ID. The switchboard technician/administrative assistant will record the student name and telephone number called. When the Business Office receives their monthly telephone bill, the student will be notified regarding their charges. Non-payment will result in a Business Office hold on the student records.

## **FOOD SERVICE**

### **Saint Joseph Dining Hall**

University of Saint Mary recognizes the need to serve quality and nutritionally balanced meals. All meals are served cafeteria style. Except during "premium" nights, students may return to the service line for unlimited seconds, provided they remain in the dining area.

The food service will cooperate with students in accommodating medically necessary diets. Sack meals are provided upon request made three (3) days in advance, for students needing to miss a meal due to student teaching, class schedule conflict, or scheduled activity as a member of a university sports team or other university-sponsored activity, program, or event. Students are expected to:

- Show ID cards for service
- Clear dishes when meals are completed
- Not remove dishes, glasses, silverware, or trays from the dining hall
- Follow health department regulations regarding proper attire (shirts and shoes are required in the dining hall)
- Refrain from throwing food or other objects in the dining hall

Guests may eat in the dining hall at posted rates for meals. Payment for meals is made upon entering the food line. Commuter students may eat in the dining hall either at posted guest rates for individual meals, or by pre-purchasing either meal coupon books or a commuter meal plan offered by the university at a savings over the guest rate.

If a residential student has been seen in Health Services for an illness and does not feel well enough to go to the dining hall for meals, a friend may pick up a "sick tray" request from the nurse. The friend may then go through the cafeteria line and take a tray to the sick student.

### **HEALTH SERVICES**

A registered nurse at the Health Services Office, ground floor Berchmans Hall, provides the following health care services to students:

- a) Assessment
- b) First aid treatment
- c) Monitoring of chronic diseases
- d) Health counseling and disease prevention
- e) Management of minor illness
- f) Referral to other health care professionals

### **Emergency Room Service**

Saint John's Hospital is conveniently located to the north of the campus. Cushing Memorial Hospital is located at 711 Marshall in Leavenworth. Both hospitals provide emergency room service. The fee for a visit is charged according to the level of service given. An average visit usually costs several hundred dollars, which includes the physician fee. Costs can easily be higher depending on such things as the tests run and treatments provided.

Students are encouraged to visit Health Services and/or a local physician before going to an emergency room for treatment. Although costs vary, first-time appointments to a physician's office generally cost approximately \$75 to \$100, with subsequent visits less. Laboratory, x-ray, and other fees usually increase the cost. Students will need to provide their insurance information to health care providers when receiving service. It is very helpful to the student to have an insurance card and list of preferred providers in Leavenworth when arriving on the Saint Mary campus.

Although Health Services may suggest referral to a hospital emergency room or other health care professional, it is ultimately the responsibility of the student or parent to determine whether to visit an emergency room or other health care professional.

Emergency room visits or admittance to a hospital should be reported to the Health Services Office.

### **HEALTH AND ACCIDENT INSURANCE CARE AND COVERAGE**

It is the student's responsibility to pay for off-campus medical and/or hospital treatment. **University of Saint Mary does not provide health insurance coverage for you.** If you do not have primary health insurance under your parents' health plan or some other health insurance plan, you must obtain your own individual health care coverage. **Students involved in the Athletic Program must have coverage that includes collegiate athletics.** Insurance plan information may be obtained in the Student Life Office.

All residential students, all international students, and all student athletes are required to maintain current health insurance. Students must present current proof of health insurance to the university each fall, or in January if entering the university at that time. In addition, residential students and all international students enrolled at University of Saint Mary are eligible for and included in the

student accident insurance program that will be added to the student's bill unless coverage has been specifically waived due to other coverage. This coverage is for medical expenses arising from accidents on or off campus.

Instructions to activate student accident insurance for accident or injury:

1. During normal Health Services hours, see nurse before seeking medical care.
2. For injuries that occur during a game or athletic practice, see trainer for evaluation, treatment and/or referral.
3. After evaluation by nurse or trainer, student should verify coverage and pick up a claim form from Health Services or the trainer. Forms are also available in the Student Life Office when Health Services is closed. Take the claim form and personal insurance card to physician's office or hospital Emergency Room.
4. Return completed claim form and copy of all forms from the physician or Emergency Room to the Student Life Office or Health Services.
5. For injuries of a serious or life-threatening nature, call 911 or proceed to the nearest Emergency Room. When you return to school, please bring copies of all paperwork that you receive at the hospital to Health Services or the Student Life Office where you will receive a claim form to complete.
6. For questions on this procedure, please contact the Student Life Office at ext. 6120.

Accident insurance is also available to commuter students enrolled at University of Saint Mary. Arrangements can be made and accident insurance paid for at the Business Office during the first two weeks of each semester.

#### **INFECTIOUS DISEASE POLICY**

On the basis of current information from the American College Health Association, the Centers for Disease Control and Prevention, and the Kansas Department of Health and Environment, University of Saint Mary implements the following policy to protect the university community from infectious diseases.

All residential students, athletes and international students are required to have an updated health history, physical examination, health/medical insurance, and an immunization record on file in the Health Services office. The health history must be on file in Health Services before the student can move into the residence hall. All health forms must be on file with health services before an athlete can begin practice or participate in games.

Failure to provide the required information to Health Services will result in a "health hold", and the student will not be allowed to register for the next semester's classes until he/she is in compliance.

Commuter students are required to have an updated health history and an immunization record on file in Health Services before receiving on-campus care.

The immunization portion of the health record requires the following:

- Tetanus-Diphtheria booster within the last 10 years
- Two (2) MMR (measles, mumps, rubella) vaccines (persons born before 1957 are considered immune)
- Proof of a negative tuberculosis (PPD) skin test or chest X-ray within the past year (12 months)

- **The State of Kansas now requires all incoming Residential Students to have a meningitis vaccination**

A health care provider must validate the immunization record, or a copy of school/health department/military records is acceptable. For those who will not or cannot be immunized for medical, religious, or other reasons, the university will engage in dialogue with the student to reach a reasonable accommodation.

In addition to the required immunizations, the American College Health Association recommends the following: hepatitis B, chickenpox, polio, and influenza.

Immunizations may be obtained from the student's personal physician or local Health Department. Flu shots are offered in Health Services in the fall for a small fee.

University of Saint Mary, including its trustees, administrators, faculty, staff, and agents, is not, and will not be held, liable should a vaccine-preventable disease be contracted on campus. In the event of a disease outbreak on campus, those individuals who have elected not to be immunized or those who have not provided health records may be treated as susceptible to the disease and may be barred from university services, programs, activities, and facilities whether leased or owned, including, but not limited to, classrooms and classes, libraries, Residence Halls, sporting events, food services, athletic facilities, and clubs and organizations, until such time as it is specified by the Leavenworth County Health Department and University of Saint Mary Health Services that the student is no longer at risk for acquiring the disease. Experience from around the country indicates that in instances of disease outbreak, the time away from campus for students who are not immunized could be three (3) months or longer. A disruption of this magnitude would impact the pace of studies. Tuition or other costs will not be refunded in the event a student is unable to attend class because of lack of immunization.

The university will keep information related to applicants or students with infectious disease confidential except that (i) administrators, faculty, and staff may be informed regarding a restriction on the academic, social, athletic or other educational activity or program of individuals with infectious disease and regarding any accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating complaints under law shall be informed.

Within this context, University of Saint Mary may:

- Refer, when necessary, any person affiliated with the university who may have an infectious disease to appropriate qualified individuals for health care or counseling services in order to educate them about the disease, teach appropriate hygiene, and the importance of not engaging in behaviors that are known to be likely means of transmitting the disease to others;
- Suspend, when necessary, general university housing regulations to accommodate appropriate living arrangements for persons with an infectious disease or their roommates;
- Require persons with an infectious disease to take precautions with others when they have had or will have especially close contact, e.g. Residence Hall roommate or suitemate, which could pose an unacceptable risk of transmission of the disease. Such precautions will

be verified by the health services director. Precautionary requirements may be waived if alternative housing arrangements are accepted or if recommended by a health care provider satisfactory to the university;  
or

- Restrict or terminate the enrollment or participation in university-related educational programs or activities or the housing status of any student known to have an infectious disease. Notice of restriction or termination will be in writing. Individuals, whose enrollment or university-controlled housing arrangements are restricted or terminated on the basis of infectious disease issues may, if he/she chooses, appeal such a decision to the university president or designee(s).

### **IDENTIFICATION (ID) CARDS**

Each new student receives an identification (ID) card at registration. This ID should last the student until graduation. The student must present their printed class schedule or paid receipt from the Business Office to obtain the ID. The ID card is necessary for residence hall access, access to other campus buildings when required, food service, some campus events, use of the library, and access to sports facilities and equipment. Every student must carry a USM ID card at all times and present it when requested by any university staff member, including any administrator, faculty, Student Life staff, Campus Security, other professional staff, or, in some instances, the staff of a contractor of the university when acting in performance of their duties and within the scope of their authority.

Important information about your USM ID card:

- The USM card is your official identification card and is valid as long as you are a student at the University of Saint Mary. You only need to be issued one card.
- If your USM card is lost, stolen, thrown away, demagnetized or damaged, there is a **replacement fee**.
- Once a USM card is reported lost or stolen it is cancelled and it can NOT be reactivated if found.
- Each student, faculty, and staff member is entitled to carry only one active card. Faculty and staff who are also taking classes as students do not receive a student USM card.

Please do not cut, scratch, or otherwise deface or mutilate your USM card. Such damage may render your card invalid and may also cause damage to card access equipment.

Falsification, theft, lending a card to someone, or other improper use of a USM ID or use of an inappropriate card to receive university services may result in disciplinary action.

### **LIBRARY SERVICES**

De Paul Library offers many resources for study and research. Students are invited to use the multimedia workstations and work or relax among many books and journals. If you are unable to find what you need in the collection, interlibrary loan service is available. Please do not hesitate to ask the library staff for assistance. Students are required to have a USM ID to checkout books.

## **LOCKERS**

Any currently enrolled student can use a locker. Lockers are convenient for commuting students. Students provide their own locks. An agreement form needs to be completed in Student Life before placing a lock on a locker.

The university reserves the right to enter lockers at any time with or without notice to the student. The lockers remain the property of the University at all times. Contents of or locks left on lockers beyond the Friday of finals week in May become the property of University of Saint Mary.

## **LOST AND FOUND**

A lost and found service is located in Student Life, first floor Berchmans Hall. After office hours, turn in lost items to a faculty or staff member or to a Security Officer. These items will be given to Student Life the next day. Items not claimed are donated to charity at the end of the academic year following spring semester graduation exercises.

## **MAIL**

### **Resident Student Mail**

University mail addressed to resident students is delivered to resident students Mondays through Fridays. All resident students must rent a mailbox unit from the university for personal mail at \$5 per semester or \$10 per year. Box rental fees are set by the university. When a student moves, temporarily or permanently, he/she needs to provide the Student Life Office a forwarding address for delivery of first class mail and periodicals. There are fees associated with replacement of lost keys or necessary mailbox unit lock changes.

### **Commuter Mailboxes**

Commuting students may rent a mail box from the Student Life Office for delivery of first class and inter-campus mail. If renting a box, commuting students should check their box regularly for campus mail from academic departments, faculty, staff, campus offices, and friends. Items that are placed in the boxes should have a posting date and a sender's name on the envelope or letter so that Student Life can notify the sender if the student has not picked up the item within a reasonable period of time.

## **PHOTOCOPYING SERVICES**

A copy machine for student use is located in De Paul Library.

## **ROOM RESERVATIONS**

Reservations for the use of a room for a meeting or activity are made by contacting Carole Gonzalez in Facility Reservations at extension 6134 or [gonzalezc@stmary.edu](mailto:gonzalezc@stmary.edu) at least one week in advance of your event

For any room reserved, the student who reserved the room is responsible for arranging set up and take down by completing a Maintenance Work Request Form at least one week in advance. These forms are available in Maintenance and Student Life. Maintenance may call for clarification of a request. The student is responsible for leaving the room in the condition in which it was found. If any school electronic equipment (TV, VCR, media cart, or overhead projector) was

used in the room, it must be secured before the student leaves the room. Security can be called to lock the meeting room. If necessary, Security may secure the equipment in another place.

## **RECREATION SERVICES**

Recreation Services offers recreational and leisure activities for students.

### **Recreational Facilities**

Students are encouraged to utilize the recreational facilities at University of Saint Mary when they are not being utilized for academic or athletic purposes. Among the facilities at University of Saint Mary are a swimming pool, racquetball courts, an indoor jogging track, and a fitness room. Schedules for the use of these facilities are posted in the Ryan Sports Center, on eSpire, and/or campus bulletin boards. The Fitness Room is open 6 a.m. to 12 a.m. seven days a week. The swimming pool schedule will vary each semester, please contact Janet Lowenstein, aquatics instructor, at ext. 6622 for more information. Use of the athletic fields, including baseball, football, soccer, and softball, is also permissible only with the approval of the athletic director.

### **Maximus Fitness and Wellness**

All students currently enrolled full-time at the University of Saint Mary for the 2008/2009 school year will have full access to the Maximus Fitness and Wellness facility located at, 3400 South Fourth Street, Leavenworth, KS 66048 free of charge with the presentation of a current year USM ID.

### **Ryan Sports Center**

Ryan Sports Center is a multi-purpose athletic facility. Ryan contains basketball and volleyball courts, a running track, and racquetball courts. In addition, there is a training room and locker rooms that are utilized by the Spire student-athletes. Ryan Sports Center houses some of the offices of athletic department staff members and serves as both the practice and game facility for the volleyball and basketball teams.

Ryan Sports Center is available for general activities for students, faculty, staff, and Sisters of Charity when academic and athletic activities are not scheduled or otherwise restricted. Students, faculty, staff, Sisters of Charity, and anyone else permitted to use Ryan Sports Center are required to sign a waiver of liability form. Waiver of liability forms may be obtained in the Student Life office. Students are allowed access to Ryan once their student identification card has been coded in the Student Life office. Hours and regulations for Ryan Sports Center are posted in the facility.

### **McGilley Field House**

The field house has three regulation sized basketball courts also lined for tennis, volleyball and futsal. Also within the field house is the varsity weight room and full service athletic training room.

The McGilley Field House is available for general activities for students, faculty, staff, and Sisters of Charity when academic and athletic activities are not scheduled or when otherwise restricted. Students, faculty, staff, Sisters of Charity, and anyone else permitted to use McGilley Field House are required to sign a waiver of liability form. Waiver of liability forms may be obtained in the Student Life office. Students are allowed access to the field house once their student identification card has been coded in the Student Life office. The McGilley Field House is also available for rental by outside and community

organizations. Hours and regulations for McGilley Field House are posted in the facility. Schedules for the use of these facilities are posted in the field house and on eSpire, email, and/or campus bulletin boards.

Use of Ryan Sports Center and McGilley Field House is for recreational purposes during the academic year only. There is no staff available to supervise the facility when classes are not in session. Access is permissible with a valid USM ID during regular operating hours.

#### **Usage Policy for McGilley Field House/Ryan Sports Center**

Any member of the University of Saint Mary community may use these facilities and may host a maximum of 2 guests to use the McGilley Field house/Ryan Sports Center at any one time. Any guest must be accompanied by the host at all times while using the facilities. Absent permission of the university, persons other than members of the Saint Mary Community and their guests are trespassing on private property and will be asked to vacate the facilities and the university campus. The university will prosecute trespassers at its discretion.

The McGilley Field House/Ryan Sports Center provides excellent facilities for hosting a wide variety of recreational, family and community events. These facilities may be reserved and rented by both members of the Saint Mary community and outside persons and groups per the university's established guidelines and schedules which may change from time to time. To arrange a reservation or rental of all or part of these facilities, please contact Carole Gonzalez in Facility Reservations at 913-758-6134 or Rob Miller in the Athletic Department at 913-758-6160. The University of Saint Mary reserves the right to refuse usage of this or any campus facility to any person, including any member of the Saint Mary community at any time.

#### **SECURITY SERVICES**

(See also Appendix A)

Campus Security is responsible for the safety of the campus population and protection of University property and works towards maintaining a safe living and learning environment. Campus Security maintains a regular patrol, enforces policies pertaining to safety and security, issues vehicle citations, and addresses and controls disorderly conduct, loitering, prowling, and other similar and improper conduct.

Campus Security is not a guarantor of the safety of students and their property at Saint Mary. Campus safety depends on everyone. Your attitudes and actions can help protect you, your belongings, fellow students, and the entire Saint Mary community. Students must take precautions to prevent injury, harm, or damage to persons or property including such things as avoiding dark and vacant areas, closing and locking doors and windows, not propping doors open, and reporting suspicious persons, misconduct, and acts that may cause harm or pose a threat to persons or property.

The Campus Security Office is located on the ground floor of Berchmans Hall. Campus Security may be contacted through the following methods:

- The Security cell phone number is 913/683-5201 and may be dialed from on or off campus.
- If on campus, dial extension **6446**
- If off campus dial **758-4346**.
- The pager number is **913/651-1521**: it will send a message to the security pager rather than a message alert tone.

- Additionally, the security cell phone number is **913/683-5201** and may be dialed from on or off campus.

In the event of an emergency, that is, a dangerous or life-threatening situation, students and employees should call both **9-911** and Campus Security as stated in this Student Handbook. Any suspected criminal action (such as theft, abuse, etc.) that occurs on campus must be reported to the Campus Security cell phone at 913-683-5201 immediately.

### **STUDENT ADMISSION TO CAMPUS EVENTS**

Most on-campus activities are free to students. Students are eligible to receive one free ticket to each Fine Arts sponsored production or recital and each home athletic event (unless it is a conference tournament), by showing their USM ID card with a current semester sticker. Immediate family members of full-time students may request tickets at the group rate for theatre productions.

### **STUDENT LOUNGES**

There are three student lounges available on campus. One student lounge is located in Maria Hall, first floor, and provides a ping-pong table, vending machines, big screen television, and plenty of room for studying, eating, and socializing for residential students and their guests. Campus activities are held in the Maria student lounge occasionally. The second student lounge located in the Student Union, Berchmans Hall, ground floor, contains tables, seating areas, a pool table, foosball table, and two televisions. The third lounge is the Commuter lounge located on the first floor of Miede which provides a kitchen, tables, and seating area.

### **VENDING MACHINES**

For a refund from a vending machine, contact the Business Office. For problems with the vending machines please contact the Help Desk at extension 6420.

## **GENERAL CAMPUS POLICIES AND INFORMATION**

### **STUDENT ORGANIZATIONS**

#### **Recognition of Student Organizations**

The university community is defined in many ways by the activities of its students. The university reserves the right to recognize groups of Saint Mary students who wish to create formal organizations. University of Saint Mary officially recognizes only those organizations whose purposes, goals, and activities are consistent with the mission of the university. The University reserves the right to review the activities of student organizations and to monitor compliance with university policies.

On written application to the dean of students, student organizations are permitted to identify themselves directly or indirectly with the university. Only student organizations that maintain university recognition by following all applicable policies and procedures are eligible to request permission to use university facilities or services. If a group obtains recognition from the university, the group is eligible to seek Student Government Association recognition. Organizations that do obtain recognition from SGA are eligible to receive SGA funding.

Contact the Student Life Office for more information on forming student organizations.

**Organizations Recognized by the Student Life Office during the 2008-2009 School Year**

- Student Government Association (SGA)
- Campus Activities Board
- Freshman Class
- Sophomore Class
- Junior Class
- Senior Class
- Campus Ministry
- Delta Epsilon Sigma
- SAM (Science and Math)

**Departmentally Sponsored Organizations and Activities**

- A.S.C.D. (Association of Supervision & Curriculum Development)
- Band
- Concert Chorale
- Fine Arts Drama
- Pep Band
- USM English Club Phi Alpha Theta
- USM Student Nurses Association
- SIFE (Students in Free Enterprise)

**Annual Registration of Student Organizations**

To maintain the listing of active student organizations recognized by the university, each organization is required to submit a registration form to the Student Life Office at the beginning of the fall semester. Organizations that apply for and obtain SGA recognition become eligible for SGA funding.

**Student Eligibility for Participation in Student Organizations and Groups**

To be eligible to participate in student groups and activities, students must maintain satisfactory academic standing (GPA-2.0). To be eligible to hold office or other leadership positions in any recognized student organization, Residence Life, or intercollegiate (NAIA) athletics, students may not be on academic probation or disciplinary probation. Students or departmental organizations reserve the right to set higher academic and behavioral standards for their members. The departmental or organizational advisor is responsible for confirming the eligibility of the student members of the organization and addressing ineligibility as necessary.

### **Event Scheduling by Student Organizations**

All events held on campus must be scheduled through Carole Gonzalez at extension 6134. In general, student organizations recognized by University of Saint Mary may use university facilities without charge; all other organizations may be required to pay for use of university facilities.

### **Media Relations**

Students or student organizations seeking news coverage of their events, programs, or activities in other than campus media, must contact the marketing vice president at ext. 6308 at least four (4) weeks prior to their event.

### **Publicity Policy**

In efforts of maintaining the buildings and the aesthetics of the university, the following guidelines have been established for the posting of information on campus. Posters, banners, announcements, and other notices failing to comply with the following guidelines may be removed without notice. Students are responsible for reading posted information and remaining informed about important information and campus events.

All banners and notices placed on bulletin boards must adhere to the following:

All posters, banners, announcements, and other notices shall be tasteful in appearance.

1. All posters, banners, announcements, and other notices shall be dated with the **date** of posting and may be posted for a maximum of two (2) weeks.
2. The name of the sponsoring organization must be printed on the poster.
3. All posters, banners, announcements, and other notices shall be removed the day following the advertised event. The sponsoring organization is responsible for removing any poster, banner, announcement, or other notice regarding the event.
4. The sponsoring department, group, organization is responsible for posting posters, banners, announcements, and other notices in approved locations only.
5. Sponsoring departments, groups, or organizations may be charged for damage to surfaces or for failing to remove a poster, banner, announcement, or other notice as provided in these guidelines.
6. No poster, banner, announcement, or other notice shall be posted on any glass, or wooden surfaces. Formica surfaces above the windows in Saint Joseph Dining Hall (SJDH) are available for banner postings. Space availability for posting posters, banners, announcements, or other notices is determined on a first-come first-serve basis. Any poster, banner, announcement, or other notice hung in a pre-approved location must be hung with tacks on corked surfaces or with masking tape on painted surfaces in appropriate areas.
7. Specific departments control some bulletin boards. Examples include, but are not limited to, the bulletin boards outside of Student Life, Behavioral Science, Career Center, Health Services, Student Activities, Business Office, and near the Spire Spirit Shop. No postings are permitted on these bulletin boards without the permission of the department or office.
8. No banners may be posted in any campus stairwell or elevator due to fire codes.

9. Freestanding banners, easels, or moveable partitions may be placed on the west side of ground floor Berchmans. A maximum of two freestanding banners, easels, or partitions may be posted in the hallway outside of SJDH. Location of other free standing banners, easels, or partitions must be approved by the Student Life Office.
10. Buy/sell ads or ride requests shall only be posted on the designated bulletin board on ground floor Berchmans.

#### **Student Organization Fundraiser Policy**

Organizations recognized by the university, working with their advisors, are reminded to take special care to ensure that activities which require the exchange of money from students are few, carefully managed, and for appropriate reasons. Each group is responsible for notifying the dean of students about their fundraising plans.

Individuals and businesses of Leavenworth and Lansing may never be approached for contributions without the express permission from an authorized member of the staff of the Development Office, located in Saint Mary Hall. The Development Office is also responsible for keeping track of all donations including donations to recognized student organizations.

#### **STUDENT EDUCATION RECORDS (FERPA)**

University of Saint Mary complies fully with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. FERPA insures students' access to their education records while protecting the privacy of education records and personally identifiable information. In accordance with FERPA, students have the right to inspect and to review their education records, to seek correction of errors or misleading information in their education records, and to consent to or limit disclosure of information from their education records.

Directory information concerning students may be released unless the student specifically requests that such information be withheld. University of Saint Mary recognizes the following student information as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members, dates of attendance, grade level, degrees and awards received, the most recent previous educational agency or institution attended by the student, electronic mail address, and photograph. All students must inform the Office of the Registrar in writing before the end of fourteen business days following the first day of class of each semester if they wish the university to withhold and not release any or all of the information designated as directory information.

Separate from directory information, education records may be disclosed to the parents of dependent students, as defined in section 152 of the Internal Revenue Code. As permitted by law, the university also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students who are under the age of 21.

Copies of the University of Saint Mary policy that informs students of their rights under FERPA may be obtained in the Student Life Office and the Office of the Registrar.

## **CAMPUS DEMONSTRATION/PROTEST POLICY**

- 1) Student organizations wishing to bring outside support for a demonstration on campus must have approval from the dean of students.
- 2) The dean of students must be notified of all demonstrations no later than 48 hours prior- this applies to demonstrations sponsored by student organizations and groups not directly related to the university. The dean of students will notify the group as to the approved time, place, and manner.

Any group that has not sought and received the appropriate permission to demonstrate will be asked to leave the campus or be removed if necessary. Also, if the group is demonstrating outside of the parameters of the time/place/manner that was approved, they will be asked to leave or will be removed if necessary.

## **CAMPUS PARKING AND TRAFFIC REGULATIONS**

### **General Information**

1. Faculty, staff and students appreciate the cooperation and courtesy shown to one another when all observe established parking rules and regulations. These regulations help to maximize the use of limited parking areas and serve to minimize inconveniences and dangers to members of the university community. Permanent part-time employees are considered staff for these regulations.
2. University of Saint Mary assumes no responsibility for damage to vehicles parked or operated on campus, or for articles left in them, nor for lost/stolen parking permits. Bringing a motor vehicle to campus is a privilege, not a right. USM does not exclude any group of students from this privilege.
3. Motorcycles, scooters, and mopeds are also motor vehicles and must comply with all registration policies, rules, and regulations.
4. No member of the USM community may register a vehicle for the purpose of obtaining campus parking privileges for non-students or non-employees.
5. Pedestrians have the right of way at all times.
6. Parking rules are enforced every day of the year including breaks and holidays.
7. Skaters, scooter, and skateboarders are required to yield to both pedestrian and vehicle traffic, and they are to travel in the directions of traffic flow. They must follow all campus traffic regulations. Skateboarding is not allowed in the Mother House areas.
8. Occasionally, special short term conditions arise that may call for temporarily amending or suspending a part of these regulations. Citations will be issued to violators of any temporary signs or barricades and violators may be subject to towing without advanced warning.

### **Authorized Student Parking**

1. All parking spaces are "open parking" unless designated and/or posted otherwise. Backing into parking stalls is not allowed on the USM campus. The parking sticker must be clearly visible from the back of your vehicle.

2. Main front (Berchmans) circle:
  - a. No overnight parking allowed
  - b. Open parking from 6 p.m. to 1 a.m.
  - c. Any vehicle blocking traffic or hindering snow removal will be towed
  - d. Visitor and Admissions parking spaces are for non-student visitors only, M-F, 6 a.m. to 6 p.m.
3. Mead/Chapel, Miega, Maria, and Ancilla Center Lots:
  - a. Reserved for designated/listed vehicles only

### **Motor Vehicle Registration**

All motor vehicles operated on campus by faculty, staff, and students must be registered and have a current academic year USM registration permit displayed. The permit will be displayed, in plain view, on the right side of the rear window or right side of the rear bumper. Parking permits may be obtained from the Business Office during normal business hours, 8 a.m. to 4:30 p.m. Monday through Friday. All students are required to have a parking sticker to park on campus property if they are taking accredited courses. If a student has more than one vehicle, each vehicle must have a separate registration permit.

If your vehicle is sold please remove the sticker and take it to the Business Office for a replacement sticker and to register your new vehicle. Failure to re-register will result in a \$500 fine.

### **Guest Parking**

The Business Office will issue a temporary parking permit for daytime, weekend, and overnight visitors and guests, during normal business hours, 8 a.m. to 4:30 p.m. Monday through Friday. Overnight guests must display a temporary permit to avoid ticketing.

### **Parking and Traffic Regulations**

1. Speed limit on campus is 15 mph, unless otherwise posted.
2. When parking, the entire vehicle must be located within the marked boundary of the parking space, facing forward. No backing into stalls is allowed.
3. Operators shall come to a full stop at all stop signs.
4. Operators will yield the right of way to pedestrians or crosswalks, in parking lots, intersections and/or other congested areas.
5. Main Front Circle is a one-way lane in a clockwise direction. Operators of all vehicles, bicycles and other forms of transportation are required to comply with the one-way traffic pattern.
6. Handicap Spaces – only vehicles bearing the proper State issued designation will be allowed to park in these spaces. Vehicles not bearing the proper designation and USM permit will be cited and subject to immediate towing.

7. No parking areas
  - Campus lawn
  - Access drives
  - Sidewalks
  - Loading dock area
  - Yellow curb zones (Fire Lanes)
  - Any area not specifically marked as a parking area
8. Operating a motor vehicle on sidewalk or grass is prohibited unless specifically authorized by Campus Security.
9. No vehicle shall be operated in such a manner as to cause interference with university operations.
10. If a person parks in violation of regulations and does not receive a citation, this does not mean the regulation or law is no longer in effect or valid.
11. A third violation for any reason may result in the loss of campus parking/driving privilege.
12. Parking citations may be issued within 24 hours for the same offense but not less than 12 hours.
13. Students who receive citations will have 10 business days from the date of issue on the citation to appeal the fine. All fines must be paid prior to submitting an appeal. If not paid the fine will be charged to their student account in the Business Office and a hold will be placed on their student account. Outstanding fines must be paid prior to registration for the next academic semester. All students must pay all outstanding fines prior to each semester or grades may be withheld. Students receiving excess numbers of tickets will be referred to the Student Life Office for discipline referral regarding *Failure to Comply with campus policies*.
14. All parking slots marked with reserved restrictions have those restrictions in force from 6 a.m. to 6 p.m. Monday through Friday.

#### **Towing Policy**

1. The decision to tow a vehicle will not be undertaken lightly. In most cases Campus Security or Campus officials will make an effort to contact the owner/operator in an attempt to get the vehicle moved. There are, however, certain circumstances where towing will be justified without prior notice:
  - a. Vehicles blocking a legally parked vehicle
  - b. Vehicles parked in fire lanes/zones
  - c. Vehicles parked in handicap spaces
2. Any vehicle without a registration permit that has three or more parking violations on file will be towed at the owners expense and removed from campus property.
3. All associated towing and storage fees are the responsibility of the owner/operator of the vehicle. USM assumes no liability for the vehicles towed.

**Fines**

1. Failure to register vehicle	\$25
2. Illegally parked in non-parking, restricted or reserved areas	\$30
3. Illegally parked on grass or walkway	\$30
4. Illegally parked in fire zone/lane	\$100
5. Illegally parked in handicap space	\$150
6. Stop sign violation	\$75
7. Operating vehicle in unsafe manner	\$75
8. Other	\$30

These are fine for first offense. All fines automatically double with each violation received.

**Appeals**

Parking and traffic fine appeals must be made and received within ten (10) days of offense at the Business Office. Appeal forms may be obtained from the Business Office, Security Office, or the Student Life Office. Appeals are reviewed and ruled upon by the Parking Appeals Committee. The committee's decision on an appeal is final. The committee will meet the first week of each month and will contact students via USM email or regular mail within three days with the decision on your appeal. If approved the fine will be removed from your student account, if denied the fine remains on your account.

**NON-ACADEMIC WITHDRAWAL INITIATED BY THE UNIVERSITY**

University of Saint Mary may withdraw or require a student to withdraw from the university where the university determines that withdrawal is in the best interest of the student and/or the university. In such circumstances, the university may initiate withdrawal proceedings or permit the student to remain a member of the university community subject to conditions. The dean of students will inform the student of the university's decision. Appeal of the university's decision is to the dean of students in writing within five (5) business days of the university's decision. If the student is dissatisfied with the response of the dean of students, appeal of the dean of students' decision is in writing to the president within five (5) business days of the dean of students' decision. The president's decision is final.

**WITHDRAWAL INITIATED BY THE STUDENT**

A student who officially withdraws terminates enrollment voluntarily. Withdrawal from the university becomes a matter of record when:

- a student files a Drop Form in the Registrar's Office reducing their hours to 0 hours enrolled; or
- a student files an official Withdrawal Form with the academic vice president.

When a student chooses to use the Withdrawal Form, he/she must use the following procedure:

1. Make an appointment with the academic vice president to sign official withdrawal paperwork. The academic vice president will give the student a withdrawal checklist to inform the student of responsibility to contact each office when a "hold" has been placed and to meet the office requirement to have it removed.

2. Residents Only - make an appointment at the Student Life Office to start the Residence Hall room checkout procedure. Residence Hall students are reminded that they will be obligated to pay for the entire last week of Residence Hall living and the next full week of Food Service following withdrawal. If the Residence Hall checkout policy is not followed or any part of the procedure is not completed, the student will continue to be obligated to pay for room and food service charges until the procedure is satisfactorily completed.
3. Stop by the Student Life office to turn in ID card, have vehicle sticker deleted from system, return mailbox key, and to leave a forwarding address.
4. Athletes Only - turn in all sports equipment to coach.
5. Stop by the University of Saint Mary De Paul Library to make sure all items borrowed have been returned.
6. If a student has a Stafford Loan or receives any scholarship or work study money, he/she needs to make an appointment with Financial Aid for a required exit interview.
7. The last stop is the Business Office to finalize the bill.

*Failure to attend class does not constitute official withdrawal.*

Until the withdrawal procedure is complete including payment of all outstanding university bills, the university will not send or release any transcripts or grades.

#### **RESERVE OR NATIONAL GUARD STUDENTS**

Student members of the National Guard or Military Reserve who are activated for duty during a semester will be permitted to withdraw without penalty from the University of Saint Mary and receive 100% refund of tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting a copy of their military orders to the academic dean.

Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the withdrawal is near the end of the semester and Incompletes are agreed to by the instructor(s) and the student, and approved by the dean. However, if the student chooses to withdraw from only a portion of his/her classes and receive Incompletes in the remaining classes; s/he would receive a prorated reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the coursework according to the established policies of the university and the agreement with the instructor(s) involved.

*Failure to attend class does not constitute official withdrawal.*

#### **CAMPUS SAFETY AND TORNADO PROCEDURES**

##### **Fire**

When a fire alarm rings, remain calm and evacuate the building, closing room door behind you. If possible wear shoes and jackets if needed. If smoke is present, hold damp cloth over mouth, stay close to floor, and do not use the elevator. Once outside, move away from the building and remain outside until directed to return by a member of Residence Life or other university personnel.

The fire alarm sounds for both drills and actual fires. The above procedure is followed anytime the alarm sounds. Many times, fire and smoke are not evident in all parts of a building. Failure to evacuate the building for a fire drill or actual fire will result in disciplinary procedures.

#### **Tornado**

The term tornado "watch," as used by the National Weather Service, means that conditions exist for a tornado to develop. A tornado "warning" is issued when a tornado has actually been sighted. When such a warning is issued for the city of Leavenworth, a siren sounds and at University of Saint Mary an announcement may be made requesting all persons on campus to take cover in the tunnels.

When such an announcement is made, remain calm, close blinds and doors, proceed to the tunnels, do not use any elevator, and remain in the tunnels until the all clear is sounded.

#### **Winter Weather Policy**

The faculty and administration at the University of Saint Mary value class time and do not want to cancel classes without warrant.

When snow and ice make driving hazardous, **an email will be sent to all faculty, staff, and students to clarify if classes are cancelled or would be on a late start schedule.** Additionally, a recorded telephone message can be heard by dialing extension 6300 on campus, 758-6300 in the local area, by calling the main phone line, 682-5151 or the Kansas City line at 913-772-0843, then press "7" to be transferred to the recorded message. Under ordinary circumstances we will post this email no later than 6 a.m. for campus day classes and 3 p.m. for evening classes.

**All faculty, staff, and students are responsible to either read their email or check the recorded message.** This year we have two designations; University of Saint Mary – Leavenworth and University of Saint Mary – Overland Park. Arrangements for announcements of class cancellations have been made with the following television stations.

**KMBC TV-9, KCTV TV-5, KSHB-TV; WDAF-TV;  
KCUR FM 89.3 Radio, KFKF FM 94.1 Radio, KBEQ FM  
104.3 Radio, KMBZ AM 98.0 Radio, KMXV FM 93.3  
Radio, and the Kansas City Star**

Safety is the utmost concern for faculty, staff, and students. If classes are on a late start schedule then faculty and staff should report to work when they can do so safely but no later than 9:30 a.m. If it is unsafe for a staff member to come in by 9:30, he/she should contact their supervisor. If classes are cancelled, faculty and staff are **not** required to report for work.

If you do not hear an announcement, then classes will be held as regularly scheduled. Please do not call the university main line for information regarding class cancellation. Telephone lines should be left open for emergency calls.

## **NON-ACADEMIC UNIVERSITY POLICIES AND PROCEDURES FOR ALL STUDENTS**

### **NON-ACADEMIC STUDENT CODE OF CONDUCT**

University of Saint Mary is an academic community participating in the mission of the Catholic Church through the ministry of education. The university, therefore, has expectations for community interaction and personal behavior that flow from its mission and purpose.

University of Saint Mary, as a Catholic liberal arts university, takes seriously its philosophy of educating the whole person and of informing and instilling in the members of the university community a genuine respect for and living out of Christian values. Students are encouraged to help create an environment that stimulates both their education and social growth for value-centered learning. The policies and procedures contained in this Student Handbook should enable members of the university community to meet their responsibilities and duties in the spirit of care and concern for the well being of all.

The Non-Academic Student Code of Conduct applies to all students, resident and commuter, and all recognized student organizations. Each student and each recognized student organization is expected to be fully acquainted with and will be held responsible for compliance with all published policies, rules, and regulations of the university. Each student and each recognized student organization will be subject to the sanctions that may be imposed for non-compliance with published policies, rules, and regulations of the university. Students and recognized organizations are expected to comply with all federal, state, and local laws. These principles apply to all students and recognized student organizations while on University of Saint Mary or Sisters of Charity property and while off campus when in connection with a university-sponsored or university-financed activity or when holding themselves out as representatives of the university.

### **Grounds for Disciplinary Action**

Specific examples of inappropriate behavior or misconduct for which students may be subjected to disciplinary action include, but are not limited to, the following:

1. Failure to adhere to university policy or regulation published and available to students, such as this Student Handbook and the Spires Athletic Policy and Procedure Handbook.
2. Actual or threatened physical assault that threatens the health or safety of any person, intentional or reckless injury to self, other persons, or property.
3. Failure to comply with a directive of a university staff member, including the staff of a contractor of the university acting in the performance of their duties and within the scope of their authority.
4. Furnishing false information to any university staff member, including any administrator, faculty, Residence Life staff, Campus Security staff, other professional staff, or the staff of a contractor of the university acting in the performance of their duties and within the scope of their authority.

5. Disorderly, lewd, indecent, obscene, or harassing conduct, including any expression of such, or making racial, sexual, religious, ageist, sexist, sexual-orientation-related, disability-related or ethnic or national origin-related slurs or epithets.
6. Any dishonesty, cheating, forgery, or taking advantage of another for personal gain or otherwise.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities, including its public-service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises.
8. Violation of any restrictions, conditions, or terms of any sanction imposed through disciplinary action.
9. Unauthorized entry into or unauthorized use of university buildings, facilities, equipment, or resources.
10. Theft, damage, destruction, tampering with, or defacement of any personal or university property, property of any other student, faculty or visitor to the university, Sisters of Charity property, or the property of any contractor or other person doing business with the university while on university or Sister of Charity premises.
11. Any inappropriate use of electronic media, such as voicemail, electronic mail, Internet, or other means of electronic communications to send harassing, annoying, obscene messages, messages that infringe on the privacy of another person or violate any university policy, any theft of electronic material for private usage (e.g. cable splicing, etc.), any fraudulent activity including any misrepresentation, or any other inappropriate use of electronic media outlined in this Student Handbook
12. Any violation of the university Alcohol and Other Drug policies. (Detailed after this section.)
13. Illegal gambling.
14. Violation of Residence Life rules and regulations.
15. Violation of university policies concerning harassment, sexual harassment, discrimination and hate-motivated acts and sexual assault as defined in this Student Handbook.
16. Violation of federal, state, or local law on university premises or at any university-sponsored, financed or supervised activities.
17. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university property or at any university-sponsored, financed or supervised activities.
18. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at any university-sponsored financed or supervised activity.
19. Abuse of university discipline policies, including but not limited to:
  - a) Failure to obey a request to appear before the student discipline coordinator, a student disciplinary Hearing officer, the Campus Conduct Panel, the dean of students, or the president under the disciplinary policies.
  - b) Falsification, distortion, or misrepresentation of information before the student discipline coordinator, a student disciplinary hearing officer, the Campus Conduct Panel, the dean of students, or the president under the disciplinary policies.
  - c) Disruption or interference with the orderly conduct of a hearing under the Hearing Procedures policy.
  - d) Filing a disciplinary charge maliciously or knowingly without cause.

- e) Attempting to discourage an individual's proper participation in, or use of, the university disciplinary policies.
  - f) Attempting to influence the impartiality of any person hearing a charge of discipline, including any member of the Campus Conduct Panel, the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president, prior to, during the course of, or after the processing of any disciplinary charge under the university disciplinary policies.
  - g) Harassment (verbal or physical) or intimidation of any person hearing a disciplinary charge including any member of the Campus Conduct Panel, the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president prior to, during, or after the processing of any disciplinary charge under the university disciplinary policies.
  - h) Failure to comply with the sanction(s) imposed under the Non-Academic Student Code of Conduct.
  - i) Influencing or attempting to influence another person to commit an abuse of the university disciplinary policies.
20. All individuals who are present where university policies are being violated are subject to disciplinary charges.

Violations of the Non-Academic Student Code of Conduct are investigated and administered by the Office of Student Life under the general supervision of the dean of students.

#### **Explosives and Weapons**

All types of explosives, including firecrackers, gasoline, and other combustible materials, are prohibited on all university campuses. As a safety precaution, shotguns, rifles, hand guns, air guns, large knives, bows and arrows, ammunition, and other types of potentially dangerous weapons or equipment are not permitted in student rooms or on campus. Any student found with any type of explosive or weapon in his/her room or his/her possession will be subject to discipline.

#### **Alcohol and Other Drug Policy**

University of Saint Mary, as a Catholic liberal arts university, seeks to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment. University of Saint Mary considers its students to be adults who will comply with its Alcohol and Other Drug policy (AOD) and federal, state, and local law regulating alcohol and drug use. The university, however, recognizes the need to:

1. educate members of the university community as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues;
2. teach students to be responsible for their behavior and make them aware of the effects of their behavior on others within and outside of the university community;
3. provide confidential counseling service for alcohol and drug-related problems where needed. In keeping with the laws of the United States Government, the State of Kansas, and the City of Leavenworth, University of Saint Mary establishes these policies regarding alcohol and drugs.

### **Current Law**

In the State of Kansas, the legal drinking age is 21. Consumption of alcohol by a minor is a minimum \$200 fine. Furnishing alcohol to a minor is also a minimum \$200 fine. Violation of Kansas drinking law can result in increased fines and incarceration. In the State of Kansas, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Kansas drug laws also may result in incarceration and a \$2,500 fine.

The university voluntarily complies with the substantive provisions of the federal *Safe and Drug-Free Schools and Communities Act of 1994* which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by all students on the property of University of Saint Mary or as part of any educational program or activity. Federal law contains other elaborate, detailed laws regulating drugs and controlled substances. Conviction for violation of federal drug laws may result in fines and incarceration and may result in loss of federal aid for financing your education.

The City of Leavenworth regulates alcoholic beverages including places of public consumption. Conviction for violation of the Leavenworth Ordinances can result in fines and incarceration.

More details on federal, state, and local drug and alcohol law can be obtained in consultation with the dean of students.

### **University Regulation of Alcohol**

The university, in certain situations, extends to all students who are 21 years of age or older the privilege to possess and use alcoholic beverages on campus. Consumption of alcoholic beverages on university property is a privilege that can be and is limited. The privilege can be retained by appropriate behavior and responsible consumption or withdrawn at the discretion of the university. If a student chooses to room with a student who is under the legal drinking age, the room must be alcohol-free until both parties are of legal age and both parties consent to the use of alcohol in the room.

Students who are 21 years of age or older may responsibly consume alcoholic beverages in the privacy of their rooms or the rooms of others of legal age with the permission of all residents of that room for the semester. Each person in the room must be 21 years of age, whether they are consuming alcohol or not. The alcohol within the room must be for the personal consumption of the residents and their guests. Only current University of Saint Mary residential students 21 years and older may bring alcohol into the Residence Halls.

"Juice parties" or gatherings at which the alcoholic beverages are combined into one container and commonly shared by those in attendance are not acceptable behavior. Kegs are allowed only when specifically approved through a Social Event Alcohol Permit. Such permits are not given for events held in dorm rooms. Illegal possession or use of alcohol will result in confiscation of the alcohol and discipline. A "minor in possession" is defined as a person of less than 21 years of age who has in their possession (for example, car, room, or person) containers of alcoholic beverage. A minor whose breath smells of alcohol will also be considered "in possession."

Students are prohibited from being intoxicated while on university property or attending a university-sponsored or university-financed function or while holding themselves out as representatives of the university. Behaviors indicative of intoxication include such things as staggering, strong odor of alcohol or other

drug, incoherence, lack of judgment, or unconsciousness (passed out) or other behaviors which indicate the use or influence of alcohol or other drugs.

#### **Social Event Alcohol Permit Forms**

Permission to serve or consume alcoholic beverages at events where students may be offered or served alcoholic beverages in public areas of the university such as social rooms, dining hall, campus picnic areas, academic departments, offices, the circle fountain, or at university-sponsored or university-financed events must be obtained from the dean of students or designee prior to the event. For on-campus events or at university-sponsored or university-financed events, request permission by completing and submitting a Social Event Alcohol Permit Form which is available at Student Life. The Social Event Alcohol Permit Form must be submitted at least Fifteen (15) business days prior to the event. Grant or denial of permission to serve alcoholic beverages at a social event is at the discretion of the dean of students. Alcoholic beverages are never allowed or consumed at university-sponsored athletic events whether the event is held inside or outside, on or off campus.

#### **University Regulation of Other Drugs**

University of Saint Mary prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation, marijuana and cannabis-derived material, opium and its derivatives, hallucinogens, amphetamines or met amphetamines, barbiturates, cocaine or crack, and prescription medications illegally obtained. Any student violating this policy will be subject to university disciplinary procedures. Any illicit/illegal drugs, or controlled substances and drug paraphernalia, will be confiscated by the university. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy. The K-9 unit of the Leavenworth Police Department may be brought through the Residence Halls at anytime.

Students are prohibited from being under the influence of drugs while on university property or attending a university-sponsored or university-financed function or while holding themselves out as representatives of the university. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs.

#### **Screening**

A student may be required to undergo a drug or alcohol screening (i.e. blood test, breath test, hair test, or urinalysis, or gas chromatography mass spectrometry) if in the judgment of the dean of students, or his/her designees, the student is in violation of the university's Alcohol and Other Drug (AOD) policies. Payment for such screening is the responsibility of the student. Failure of the student to submit to any alcohol or drug screening on request as provided by the AOD policies will be considered an additional violation of this AOD policy.

#### **Consequences for AOD Policy Violation**

Consequences of a violation of the university AOD policy may include one or more of the following: required attendance and completion of a drug or alcohol education, rehabilitation, or treatment program satisfactory to the university; required periodic alcohol and drug screening; reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws; and

disciplinary fines and sanctions up to and including dismissal which will effectuate appropriate resolution.

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the university and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the university and subsequent drug and alcohol screening, is the responsibility of the student. Violations of the university AOD policy by a student-athlete are reported to the athletic director. The university reserves the right to release information to parents of students who are under the age of 21 about alcohol or drug related disciplinary violations as permitted by law.

#### **Smoking and Tobacco Policy**

To promote a safe and healthy USM environment, smoking and the use of smokeless tobacco is not permitted in any university building.

In Kansas, it is unlawful for any person who is under 18 years of age to possess or attempt to possess cigarettes or tobacco products. The university does not allow tobacco use by students under 18 years of age and guests of members of the university community who are under 18 years of age while on university property or participating in a university-sponsored event or activity.

Tampering with fire safety equipment, including extinguishers, alarms, detectors (cutting or disconnecting of wires) is a FEDERAL offense, not just USM policy. Fines start at \$5,000 and may include jail time.

Violation of the smoking and tobacco policy will result in university disciplinary procedures.

#### **Policy on Hazing and Related Behaviors**

No recognized organization or athletic team may have as a condition of initial membership or continued membership participation in any activity which can be defined as hazing or any behavior the performance of which is contrary to the norms generally accepted as governing behavior in society or as expected of a member of the university community.

"Hazing" is a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, which recklessly endangers or jeopardizes the mental or physical health or safety of the student or prospective member or that destroys or removes public or private property for the purpose of initiation or admission into affiliation with, or continued membership in any such organization.

Organizations or individual members of organizations that violate the university's Policy on Hazing and Related Behaviors will be subject to university disciplinary procedures.

#### **DISCIPLINARY PROCEDURES**

Distinct disciplinary procedures have been designed with the goal of treating students fairly and consistently.

##### **Disciplinary Report(s)**

Any resident or commuter student, student organization recognized by the university, university department or other member of the university community

(collectively "charging person") may file an incident report against any student or student organization recognized by the university for a violation of non-academic university policy under this Non-Academic Student Code of Conduct.

The incident report must contain a clear and concise statement that identifies the student or recognized student organization that allegedly engaged in a violation of university policy (collectively "charged student"), identifies the policy allegedly violated and describes the alleged misconduct. If the complaint is against a recognized student organization, the dean of students or designee will contact the highest-ranking officer of the organization and its faculty advisor; the organization will designate one of its student members to serve as its representative.

Incident reports may be filed with any Student Life staff member, the Student Life Office or the Campus Security Office; forms are available in any of these offices. Incident reports are submitted to the dean of students or designee.

#### **Informal Disciplinary Hearings**

Informal disciplinary hearings will be conducted by the student discipline coordinator or student disciplinary officers. Appointed by and under the direction of the dean of students, these officers are responsible for hearing offenses of non-academic student policy and misconduct and other related behavior. Each accused student will be notified in writing of the infraction and if a meeting is necessary to discuss the student's level of responsibility regarding the charges filed against him or her. The accused or complainant student may request a special hearing by the dean of students on grounds of the extreme sensitivity of the charge or related issues. (See "Confidential Hearings" below).

The disciplinary officer's objective is to determine the facts of the incident, and to make a determination regarding responsibility for violating university policy. If the student is found responsible for the alleged misconduct for which he/she is accused, then the disciplinary officer will discuss appropriate sanctions with the student and present the sanctions in writing to the student(s) as soon as possible. Others involved in the incident or resolution of the charge may be informed on a need-to-know basis.

#### **Confidential Hearings**

A case in which either the accused student or the complainant thinks should not be heard by a panel of students, faculty and staff (because of its highly sensitive nature or special circumstances), may ask the student discipline coordinator or disciplinary officer(s) for permission to have the case heard privately by the dean of students. The dean of students will confer with the student discipline coordinator and/or officer(s) regarding the merits of a confidential hearing. If the request for a confidential hearing is rejected, a hearing will be conducted by the student discipline coordinator.

If a confidential hearing is granted, the dean of students will determine whether or not the accused and complainant will need to appear together or separately to discuss the details of the case. If both the accused and the complainant appear together at the hearing, the general procedures for the Disciplinary Hearing will be followed. If the accused and complainant appear separately, the dean of students will base his/her decision upon the discussions and evidence presented by each party.

#### **Disciplinary Sanctions**

Disciplinary Sanctions will include conditions that are consistent with the nature of the offense at the discretion of the dean of students, student discipline

coordinator, student disciplinary officer or Campus Appeals Board. The following disciplinary sanctions may be imposed for violation of university and residence hall policies. One or more sanctions may be imposed depending upon the severity of the misconduct.

**Planning a Program of Service**

Requires the planning, implementation, and execution of a program or activity for others or participation in designated community, campus, or Sister of Charity service.

**Mandatory Program Attendance**

Requires attendance at one or more education or rehabilitation programs. For students found to be using drugs or alcohol in violation of the Alcohol and Other Drug Policy, a condition of continuance at the university may include the completion of an appropriate drug and alcohol education or rehabilitation program satisfactory to the university.

**Monetary Restitution**

Requires payment for damage, injury, abuse, or destruction of university property, equipment, facilities; payment for the injury to or destruction of property to the appropriate person, department or organization; repayment of misappropriated or misused university funds; or repayment through appropriate work requirement related to the offense.

**Other Sanctions**

Include conditions that are consistent with the nature of the offense at the discretion of the dean of students, student discipline coordinator, student disciplinary officer, or Campus Appeals Board.

**Loss of Designated Privileges**

May be imposed in addition to any other sanction. For example, restrictions on participating as a member or officer in a student organization recognized by Student Life or the SGA; restrictions on participation in intercollegiate athletics, intramurals, fine arts activities, or other specified university activities; revocation of the privilege of consuming, possessing, or transporting alcohol if 21 or older; restrictions on entering or remaining in specified campus buildings or specified university facilities, including residence halls; or restrictions on use of university services or equipment.

**Disciplinary Warning**

Verbal or written notice that cautions the student that his/her status as a student at the university may be in jeopardy. The notice may include the loss of designated privileges and counsel to the student concerning the seriousness of the misconduct. Additional behavior of the same or similar type of misconduct of a different type will be cause for further disciplinary action by the university.

**Residence Hall Probation**

The student's participation as a resident in the University of Saint Mary housing system is placed on a provisional basis. Provisions are explained in the sanction letter provided to the student.

**Removal from Residence Hall**

The student's participation as a resident in the University of Saint Mary housing system is denied. Denial of participation includes physical exclusion from and vacating the residence halls at any time during the calendar year. Any student who has been removed from the residence halls may be denied the privilege of

visiting the residence halls and any other residential area of University of Saint Mary.

#### **Disciplinary Probation**

Student status is in serious jeopardy with the university. The student's behavior has raised serious questions concerning the student's continued status as a member of the university community. The student is given a stated period during which he/she must maintain appropriate standards of conduct before he/she will be released from disciplinary probation or be suspended or dismissed from the university. A student under disciplinary probation may not participate in varsity athletics or hold an office in any organization recognized by the University or the SGA for the duration of the probation. Other terms and conditions of disciplinary probation may include the loss of designated privileges.

#### **Disciplinary Suspension**

Involuntary suspension of student status at the university for a period of time. Provisions for the student's reinstatement will be provided in the sanction letter.

#### **Disciplinary Dismissal:**

Involuntary and permanent suspension of student status at the university. Only the president of the university or designee may re-admit any student who is dismissed from the university for disciplinary reasons.

#### **Interim Suspension**

A student is subject to immediate suspension by the dean of students or designee where, in the judgment of the dean of students, the charged student's alleged serious misconduct may jeopardize the safety of the student, or any other member of the university community, or may threaten institutional property if the student remains on campus. The suspension will be enforced pending an appropriate preliminary hearing and determination of responsibility.

#### **Referral to Authorities**

Students who violate federal, state, or local law also may be referred to the criminal justice system for prosecution in addition to disciplinary action under university policy.

#### **Disciplinary Policy Regarding Refunds**

It should be noted that the university refund policy states that "when a student has been suspended or dismissed from the university for disciplinary reasons, refunds are not available." Further, if disciplinary actions result in the loss of any university-contracted service for the student, no refund is available.

#### **Parent Notification**

When misconduct may result in suspension or dismissal from the university or the residence halls, parents of dependent students may be notified. The dean of students or designee may also notify parents if questions are raised about absence or harm, with justification, by a member of the university community.

#### **Appeals**

The charged person(s) may appeal any decision after hearing procedures. Appeals must be in writing and must contain a brief description of the history of the charge including the decision and the ground for the appeal. The decision may be appealed on any one or more of the following grounds:

1. The information presented at the hearing is insufficient to support the decision.

2. New and important information that was not available prior to the hearing can be presented.

An appeal of the decision and sanctions of a student disciplinary hearing officer must be taken to the dean of students in writing within three (3) business days of receipt of the decision. The dean of students may deny the appeal, modify any decision, or send the charge to the same or different disciplinary officer or to the Campus Appeals Board for further inquiry, reconsideration, or decision. In cases that do not result in suspension or dismissal from the university, the decision of the dean of students is final.

In cases of suspension or dismissal from the university, an appeal of the dean of students' decision may be taken to the president of the university in writing within three (3) business days of receipt of the decision. The university president may deny the appeal, modify any decision, or send the charge back to the dean of students, with or without instructions, or to the same or a different disciplinary officer or to the Campus Appeals Board with instructions for further inquiry, reconsideration, or decision. The decision of the university president is final.

#### **Appeal Board Hearing**

A Campus Appeal Board shall consist of three (3) students in good standing appointed by the Executive Board of the Student Government Association; and two (2) faculty or administrative staff members of the university appointed by the president. The dean of students or designee serves as the advisor of the board. A full board membership consisting of five (5) is required for a hearing.

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents. Recommendations will be based on the written/oral arguments of the aggrieved student, disciplinary officer, dean of students, and tape recording of the original hearing. No information may be considered that was not part of the original hearing, except in the case of relevant and substantial new evidence. Notice of hearing and information describing the appeal must be picked up within five (5) days of notification at the Student Life Office. This policy applies to both residents and commuters.

The appeals hearing shall proceed as follows:

1. The aggrieved student will receive notice of the date, time and place of the appeals hearing. Failure of the aggrieved student or disciplinary officer to appear at any hearing will result in the hearing proceeding in the aggrieved student's or disciplinary officer's absence.
2. Written arguments of the aggrieved student, statements from the disciplinary officer, and dean of students will be presented to the Campus Appeals Board for review prior to the appeals hearing.
3. The aggrieved student and the disciplinary officer who made the original decision will have the opportunity to present information on his/her behalf including the aggrieved student and disciplinary officer's own statement, the written or verbal statement of any person (witness) with first-hand knowledge of the matters raised by the charge, and any supportive documents. The Student Life Office may request attendance by witnesses in some cases.
4. The aggrieved student may have one member of the University of Saint Mary community for advice and consultation, but that person may not present the aggrieved student's information for or with the aggrieved student.

5. The conduct and control of any hearing, including decisions to permit questions is committed to the judgment of the Campus Appeals Board. The Campus Appeals Board may ask any question of the aggrieved student, disciplinary officer or any witness and may raise any question regarding any document at any time. The aggrieved student or disciplinary officer may ask questions of any witness by request through the Campus Appeals Board.
6. In general, all hearings will be closed to the public. Only the aggrieved student, disciplinary officer and any respective representative of the University of Saint Mary community present for advice and consultation will be permitted to attend the entire hearing. Any person who presents a verbal statement in person may be present at the hearing for the time it takes to give his or her statement and to respond to any permitted questions as per the directions and discretion of the Campus Appeals Board.
7. All matters discussed by and among the Campus Appeals Board regarding any appeal are confidential. The aggrieved student will be advised of the decision. Others involved in the hearing or resolution of the appeal may be informed on a need-to-know basis. Notification of sanctions may be made to appropriate university personnel, including but not limited to the student's academic advisor, the academic dean, or the athletic director.
8. After the hearing, the Campus Appeals Board shall prepare a written decision affirming, modifying, or reversing the disciplinary officer's decision and summarizing the evidence supporting its decision. The decision of the Campus Appeals Board is final and will serve as the final appeal, except if sanctions of suspension or dismissal are recommended.

In cases of suspension or dismissal from the university, an appeal of the Campus Appeals Board's decision is taken to the president of the university in writing within three (3) business days of receipt of the decision. The university president may deny the appeal, modify any decision, or send the charge back to the dean of students, with or without instructions, or to the same or a different Campus Appeals Board with instructions for further inquiry, reconsideration, or decision. The decision of the university president is final.

#### **USM EMAIL SYSTEM & COMPUTER USAGE POLICIES**

All enrolled students have a University of Saint Mary email account. **It is imperative** that all students utilize this account for ease of communication with faculty and staff. This is the primary means by which USM will communicate with you outside of the classroom. As such, you will be responsible for checking this account and for any information distributed by this means.

#### **University of Saint Mary Electronic Transmission of Information Policy**

The provision of the university-owned electronic mail system is for the members of the University of Saint Mary community.

The university will make reasonable efforts to maintain the effective operation of its electronic mail systems. Users are advised, however, that these systems and other free electronic mail packages, for example Hotmail, downloaded to the university-owned network and student-owned computers should in no way be viewed as a secure medium for the communication of confidential or sensitive information. Users of electronic mail services are on notice that even though

sender and recipient may have discarded or deleted their copies of an electronic mail record, there may exist retrievable back up copies of electronic mail records.

### **Privacy**

Although the university does not routinely monitor information transmitted, stored, received or retrieved electronically on the university's computers and the resources it makes available, including among other things electronic mail, it retains the right to do so. There is no expectation of privacy in any information transmitted, stored, received or retrieved electronically on the university's computers and the resources it makes available, including among other things electronic mail.

The university may search, retrieve or view any information or data entered, transmitted, received, stored or retrieved on its computers and the resources it makes available in connection with, among other things:

1. maintenance or improvement;
2. monitoring for viruses and other destructive computer programs;
3. investigation of violation of university policy;
4. investigation by an authorized law enforcement or federal, state, or local agency;
5. any university – or work-related;
6. where otherwise required by law; or
7. in special circumstances when authorized by the president or the academic dean of the university. Use of any university computer or other electronic resource made available through the university constitutes consent to a search and disclosure as described in this policy.

### **Guidelines**

Prohibited uses of the university-owned network or student-owned workstations accessing the university-owned network include, but are not limited to, the following:

1. Sending copies of documents in violation of copyright laws, including inclusion of the work of others into electronic mail communications in violation of copyright laws.
2. Capture and "opening" of electronic mail not addressed to you except as specifically authorized by the president or the academic vice president of the university to diagnose and correct the delivery system.
3. Use of electronic mail to harass or intimidate others, including harassment on the basis of race or color, sex or gender, national origin or ethnic origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, veterans status, or citizenship or intending citizenship status, or to interfere with the ability of others to conduct university business.
4. Use of electronic mail systems for any purpose restricted or prohibited by law or regulation or by university policy.
5. "Spoofing", i.e. constructing an electronic mail communication so that it appears to be from someone else.
6. "Spamming", i.e. sending a large amount of electronic mail to a particular site or workstation sufficient to harass individuals, down servers or otherwise effectuate "denial of electronic mail service" to the campus or any other site.
7. "Snooping", i.e. unauthorized access to the electronic files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial university-related purpose.

8. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system or attempting to intercept any electronic mail transmissions without proper authorization.
9. Knowingly exporting, importing, or downloading a virus on to the university or any other computer system.

#### **P2P File Sharing**

The University of Saint Mary does not condone unauthorized P2P file sharing. Students, faculty or staff who engage in unauthorized P2P file sharing on the University of Saint Mary network may be held liable for the infringement of copyrighted works (music, movies, computer software, video games and photographs). Be aware that the University of Saint Mary is under no legal obligation to defend, or accept responsibility for, the illegal actions of their students or employees in the P2P context. It is each individual's responsibility to know what constitutes infringement of copyright – if one is not sure then s/he should learn more about the law and/or refrain from copying materials.

#### **POLICY AGAINST HARASSMENT, DISCRIMINATION AND HATE MOTIVATED ACTS**

The University of Saint Mary values statement notes that "The University of Saint Mary believes in the dignity of each person's capacity to learn, to relate, and to better our diverse world." The university is committed to the spiritual and moral values of the Gospel of Jesus which call us to have respect for each and every individual person.

#### **General Policy**

University of Saint Mary prohibits all harassment, discrimination and hate-motivated acts against another on the basis of race or color, sex or gender, national origin or ethnic origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, veteran's status, or citizenship or intending citizenship status. Harassment, discrimination and hate-motivated acts include such things as making derogatory remarks about such characteristics and other verbal, written, physical, or nonverbal behavior.

Engaging in prohibited harassment, discrimination and hate-motivated acts by a student or student organization will lead to disciplinary action, up to and including disciplinary non-academic dismissal.

#### **Sex Discrimination Including Sexual Harassment**

Sex discrimination including sexual harassment in any educational program or activity is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or nonverbal conduct of a sexual nature may constitute sexual harassment:

1. when a student's participation in any educational program or activity or an educational decision is based on submission to or rejection of such conduct;  
or
2. when such conduct is sufficiently severe or pervasive so as to limit a student's ability to participate in or benefit from an educational program or activity or has the purpose or effect of creating a hostile or abusive educational or residential environment.

Examples of prohibited conduct include, but are not limited to, requiring sex or sexual favors in exchange for participation in any aspect of any university

educational, university-sponsored or university-financed program or activity, lewd or sexually suggestive comments, slurs, or other verbal or written messages, including electronic mail messages, physical or nonverbal conduct relating to an individual's gender, or any other display of sexually offensive material, including such things as pictures, greeting cards, articles, books, magazines, photos, cartoons, and causing sexually offensive material to appear on any electronic communication or other written material. Violation of this policy is grounds for disciplinary action, including disciplinary dismissal.

#### **Bringing a Complaint**

The informal procedure for bringing a complaint under this Policy Against Harassment, Discrimination and Hate-Motivated Acts is available to any student of the university community who has a complaint of harassment, discrimination or hate-motivated act against a student or recognized student organization ("complainant"). The informal procedure should be used by any member of the university community before bringing a disciplinary charge against a student or recognized student organization under the Disciplinary Charge(s) policy in this Student Handbook or by non-students before bringing a charge or complaint under another applicable policy.

Any student who has a complaint of harassment including sexual harassment, discrimination or hate-motivated acts against a member of the university community, visitor, contractor of the university or any other person or entity within whom the university does business or with whom the student comes into contact in connection with a university academic or nonacademic program complaint to the dean of students who will consult with the student and, if necessary or on request, refer the student to the appropriate university administrator or other employee for resolution.

#### **Informal Complaint Resolution Procedure**

1. Any person as defined in the preceding paragraph who believes that he/she has a complaint of harassment against a student or recognized student organization as described above may bring the matter to the attention of the dean of students or designee who will try to affect an informal resolution of the complaint.
2. The complainant should present the complaint as promptly as possible after the alleged incident occurs and, whenever possible, within 15 working days of the events giving rise to the complaint.
3. The initial discussion between the complainant and the dean of students or designee should be kept confidential with no written record. Often a frank discussion with the dean of students or designee may resolve the problem and enhance understanding of harassment including sexual harassment, discrimination and hate-motivated acts.
4. If the complainant, after an initial meeting with the dean of students or designee decides to proceed, then the complainant must submit a written statement to the dean of students or designee which identifies the individual(s) or recognized student organization(s) alleged to have engaged in condition in violation of the University Policy Against Harassment, Discrimination and Hate-Motivated Acts and the conduct in which they are alleged to have engaged.
5. After a written statement is submitted, the dean of students or designee will take whatever steps he/she deems appropriate to effect an informal resolution of the complaint, including investigating the allegations of the complaint and informing the individual(s) or recognized student organization(s) against whom/which the complaint is alleged of the details of

the complaint, the identity of the complainant and the proposed resolution. If the complaint is against a recognized student organization, the dean of students or designee will contact the highest ranking officer of the organization and its faculty advisor, if any, and the organization will designate one of its student members to serve as its representative for purposes of the informal resolution.

6. If dissatisfied with the informal resolution proposed by the dean of students or designee, including any proposed sanction:
  - a. if the respondent is a student, the complainant may proceed under the Disciplinary Charge(s) policy; or
  - b. if the complainant is a student or recognized student organization, the respondent may proceed under the Disciplinary Charge(s) policy; or
  - c. if the respondent is neither a student nor a recognized student organization, the dean of students will assist the complainant in determining how to proceed further.
7. At his/her discretion the dean of students may suspend any proposed sanction against the respondent until after exhaustion of applicable complaint resolution policies and the decision of the dean of students on suspension of any proposed sanction cannot be appealed.

Only those involved in the investigation of the complaint or its resolution should have information regarding the complaint and all are required to maintain the complaint including its investigation and resolution in confidence.

#### **SEXUAL ASSAULT**

Sexual assault and other sexual offenses, as defined by the Uniform Crime Reporting Program, are serious crimes and will not be tolerated at the University of Saint Mary. Under the Uniform Crime Reporting Program, sexual offenses are categorized as forcible and non-forcible.

##### **Forcible Sex Offenses**

Any sexual act directed against another person forcibly or against that person's will or not forcibly or against that person's will where the victim is incapable or giving consent. Forcible Sex Offenses are: Forcible Fondling, Forcible Sodomy, Forcible Rape, and Sexual Assault with an Object.

##### **Non-Forcible Sex Offenses**

Non-forcible sex offenses are Incest and Statutory Rape

##### **Reporting Violations**

To report any violations of the Sexual Assault policy, contact Campus Security or the Student Life Office.

#### **QUESTIONNAIRES**

Before any student or group of students, sends a questionnaire to any members of the USM community or outside entity, the contents of the questionnaire and its rationale must be submitted to the dean of students in writing for approval.

## **SALES/BUSINESS VENTURES**

Solicitations, including solicitations of sales, and commercial business ventures are not permitted on campus by individual or outside group(s), or individual or group(s) of students. Variances from this policy are made on written application to the dean of students in advance of any proposed solicitation. Only in rare circumstances may variances from or exceptions to this policy be granted. Any person attempting to solicit credit card membership or sell magazines, insurance, clothing, or other merchandise should be reported immediately to Student Life or Campus Security.

## **BABYSITTING**

University of Saint Mary does not offer babysitting services and babysitting is not permitted on campus. Saint Mary is not registered with the state of Kansas or inspected by the Kansas Department of Health and Environment, which regulates babysitting at an institution. For on campus childcare, please contact the Ancilla Center and follow their guidelines.

## **RESIDENCE LIFE STAFF**

### **Director of Residence Life**

The director of residence life (DRL) assumes overall responsibility for coordination of the housing environment with all other branches of the university community. Specifically, the DRL is responsible for ensuring that the environment is conducive and complimentary to student's personal, academic, and social development.

### **On-Call Schedule**

There is a person on duty from 6 p.m. to 8 a.m. daily and all day Saturday and Sunday. Duty schedules are posted near the hall entrances and on each floor in the residence halls. If any problem arises, please contact the person on duty or the security officer on duty.

### **Student Desk Workers**

The student desk worker is a work study position hired to observe student and guest traffic in the main lobby of each residence building. Effort is made for a desk worker to be present each evening; 7 p.m. - Midnight/Sunday-Thursday, and 7 p.m. – 2 a.m./Friday and Saturday; while school is in session. Desk workers are trained to assist students with a variety of concerns including, but not limited to: guest sign-in, maintenance requests, contacting security or the on-duty staff member, etc.

### **Student's Responsibility for Housekeeping**

All resident students are responsible for keeping residential living areas neat and clean. Students may be charged for excessive cleaning in public areas as well as for rooms not properly cleaned. (See Appendix B).

### **Facilities Staff**

The Facilities Department employs full-time maintenance technicians to maintain university assets including residence halls. Maintenance technicians may enter residents' rooms to perform routine repairs or improvements during regular

university business hours. Maintenance technicians will not be on residential floors before 10 a.m. unless there is an emergency.

#### **Routine and Emergency Maintenance**

Maintenance requests or other room concerns (e.g., broken heater, problem with a lock, etc.) should be reported via email to Maintenance or the Student Life Office in a timely manner. For emergency maintenance concerns, please contact Security or the Student Life Office. If repairs are not completed to your satisfaction (within one week for regular repairs or within one day for emergencies) notify the Student Life Office at ext. 6120. It will be helpful if you report maintenance problems early and with as much detail as possible.

## **RESIDENCE LIFE SERVICES AND INFORMATION**

#### **Kitchens**

Small kitchens are located in residence areas for occasional cooking. These kitchens are neither equipped nor intended for any student's regular preparation of meals. It is the responsibility of the student to clean the kitchen and utensils following his/her use of the facility. Unmarked food placed in the refrigerators in the kitchens will be discarded on a weekly basis. Dishes left unwashed for more than 24 hours will be discarded. Kitchens are subject to closer if not kept clean.

#### **Laundry Facilities**

Coin-operated washers and dryers are located on the ground floor of Maria Hall and on the north wings of second, third, and fourth floors of Berchmans Hall. Ironing boards are available on each floor of Berchmans Hall. Laundry facilities are for the exclusive use of current residential students.

#### **Security**

Security staff is available 24 hours a day, seven days a week. However, the cooperation of each resident is essential in helping the university campus remain a safe and secure environment. Irresponsible use of keys, possession and use of unauthorized keys, and propping open locked doors endangers all residents' personal safety and property and may result in disciplinary action. Students are encouraged not to walk or jog around campus unaccompanied after dark.

Students should take all necessary precautions to reduce the possibility of being a victim. It is recommended that residence hall room doors be locked at all times. The university assumes no responsibility for theft, damage, or loss of money, valuables, or personal property. The university strongly encourages students to check with their families concerning the extent of coverage under their homeowner's or renter's insurance policy. Any theft should be reported immediately to Security at ext. 6446.

#### **Telephones**

Student rooms are equipped with telephones. All telephone problems are reported to Maintenance at ext. 415. Long distance telephone calls require a calling card. Telephone services may not be added to room telephones and

charged to the university. Any telephone service addition may result in termination of access to telephone service from your hall room. Any charges incurred for services or unauthorized calls will be added to your student account.

## **RESIDENCE LIFE COMMUNITY**

As a resident, you will develop relationships with others on several levels of "community." These relationships include those with your roommate and suitemates, your floor community, your building community, and the campus community.

Being a member of a community means you have the opportunity to learn a great deal about yourself and about other people. In doing so, you get to create an environment that will help you academically, socially, and interpersonally. The key to this kind of success is interaction.

### **Your Roommate and Your Suitemates**

You will find, very soon, that you have things in common with your roommate and suitemates. You will find that you have differences as well. In order to help you make the best of both commonalities and differences, we have designed a way for you to begin to establish helpful interactions with "The Roommate-Suitemate Contract."

While the idea of a contract may sound overly formal, in reality it is an excellent way for you and those living closest to you to establish clear and open lines of communication. The "contract" concept is used to illustrate the importance of making sincere and thoughtful agreements. You will share ideas and opinions on music, sleep and study hours, and guests. With a contract, you can even begin to set expectations in regards to keeping the room clean.

For assistance with a "Roommate-Suitemate Contract," please contact a member of the Student Life staff. They have good insight and useful ideas for setting up an effective contract.

### **Your Floor Community**

In order for you and the people living on your floor to create a community built on integrity and respect, you have to give some effort to the process of interaction. That means you need to be able to share your interests, concerns, and ideas with the people around you while they do the same. Without having an understanding and an appreciation for one another's needs and wants, it is difficult for members of a community to help one another. With nine months of classes, tests, study, and other new experiences ahead of you, it is definitely in your favor to live in a community of people who know what you are about.

To get this process started, the residents on your floor will meet on a regular basis. At your floor community meetings, you will have the opportunity to discuss issues of concern, ideas for group activity, agreements for how you will live together, and other subjects that impact your floor community. For instance, you will soon find that people have different interpretations of acceptable noise levels. One challenge for each floor community will be to establish what level of noise will be acceptable to everyone in that community. Again, the importance of these interactions is to establish mutual understanding so those individuals can live together more successfully.

## COMMUNITY RIGHTS AND RESPONSIBILITIES

**As a member of your community, you have the right to:**

- *Study without undue interference or unreasonable noise or distractions.*
- *Sleep without undue disturbance from noise and distractions.*
- *Expect that others will respect your personal belongings.*
- *Live in an environment kept clean by those who live in it.*
- *Host guests with the expectation that you will be responsible for their actions and that you will escort them at all times while they are in the hall.*
- *Discuss concerns with Student Life staff members who can assist in addressing any concerns.*

You can help to ensure that your roommate's and suitemates' rights are upheld by knowing and fulfilling your responsibilities as a roommate and as a suitemate.

**Your responsibilities include:**

- *Verbally expressing your views to the person(s) involved should you believe that your rights were violated.*
- *Treating other residents and staff members with respect and consideration.*
- *Understanding all policies and regulations necessary for the residence hall and university communities to function.*
- *Abiding by these policies and regulations.*
- *Responding to all reasonable requests of fellow students.*
- *Responding to, and cooperating with, resident staff members.*
- *Recognizing that community, as charged by the university mission, cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race or color, religion, sex or gender, sexual orientation, age, national origin or ethnic origin or ancestry, disability, veteran status, or citizenship status as required by law cannot be tolerated in a community based on mutual respect and cooperation.*

When there is a problem within the floor community, interaction is the best way to resolve the issues. Approaching the person to talk about the issue can often lead to better understanding and communication. If that does not work, or should the issue be of general interest to the floor community, a floor meeting can be called. Any member of the floor community can call a community meeting so that floor members can address the issue at hand. Student Life staff members can help guide this process. If you feel that you cannot raise your concerns directly to the person involved, or to the floor community, you can speak to a professional Student Life staff member.

## HOUSING ASSIGNMENTS AND DEPOSIT INFORMATION

**All full time dependent freshmen and sophomores must live in the residence halls.** Exceptions to this policy include the following: married students; students who reside with at least one parent or legal guardian in the primary residence of that parent or legal guardian; non-dependent students; single parents; or those who will be age 20 or over by Sept. 1. All requests for exceptions to this housing policy must be made in writing to the dean of students. Please see the Student Life Office for current housing prices.

There are no deposit refunds for Residence Hall Contracts cancelled at or less than thirty (30) days before the start of classes.

The Residence Hall Contract is for the entire academic year (i.e., Fall and Spring semesters). Students who enter the contract after the start of the academic year are obligated for the remainder of the academic year. Students who leave the residence halls for reasons other than graduation, marriage, student teaching, internship, or serious illness will be subject to a \$100 fee for breaking the contract, plus additional fees if giving less than 30 days notice. No refunds or adjustments will be granted after the eighth (8<sup>th</sup>) week of a semester.

The Housing Contract may only be cancelled by the dean of students (or designee) provided the student notifies the Student Life Office in writing at least thirty (30) days before the start of class each semester on proof of one or more of the following occurrences:

1. Status Change - loss of eligibility, denial of admission, failure to attend, or withdrawal from the university.
2. Financial – a significant change in the student's financial condition rendering the student unable to pay the cost of residence hall living.
3. Psychological or Medical - determination of an existence of a mental or physical condition that would effectively prevent the student from participating in the educational programs or activities of the university if required to live in a residence hall.
4. Marriage – if the student becomes married after signing this offer or Housing Contract.
5. Graduation - contract is automatically terminated upon graduation.

The university may cancel the Residence Hall Contract for the reasons stated above or for disciplinary or academic reasons or if the university determines that the university or other students are at risk of harm or injury because of the student's continued presence in a residence hall. Any student whose Residence Hall Contract is cancelled will vacate the hall according to the timetable set by the dean of students or designee (usually within twenty-four (24) hours). No fee adjustments will be made if a student is removed from a residence hall for disciplinary reasons.

Students with questions regarding their housing contract or the procedure for pursuing a contract release should contact the Student Life Office.

#### **Roommate Assignment**

The university establishes room/suite and roommate/suitemate assignment procedures and these procedures may change from time to time. Room assignments are made without regard to race or color, national origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, veteran's status, or citizenship or intending citizenship status. As a Catholic institution, University of Saint Mary does not condone cohabitation between same sex or opposite sex couples and, as such, students of the opposite sex and same sex partners are not knowingly assigned rooms together.

#### **Room Changes**

The Student Life staff will inform residents concerning the procedures for a room change. Students with a problem or conflict with a roommate or a suitemate, which they are unable to resolve, should contact a Student Life staff member. Unauthorized room changes are subject to revocation or a fine or both, and those who have changed rooms may have to return to their original room assignments.

### **Roommate Departure**

If a student's roommate moves out, there are three options. A resident may:

1. If space permits, elect to retain the room as a single by paying the private room charge prorated as of the date the student began occupying the room as a private room.
2. Consolidate by moving to fill a vacancy elsewhere in the hall.
3. Be assigned another roommate in the original room or the room of the new assignment.

### **Opening and Closing of Residence Halls**

Residence halls open and close as follows:

- Rooms are rented for the academic school year which is from the start of fall semester orientation to the twenty-four (24) hour period following the student's last scheduled examination in the spring. Thanksgiving, Christmas and Spring Recesses, Summer Sessions, and intercessions are not included in the rental contract.
- Living arrangements during periods of time not included in the rental contract may be arranged by application and payment to the Student Life Office.
- Residents are required to move out of the residence halls no later than twenty-four (24) hours after their last scheduled exam (or at the final hall closing time, whichever comes first). Students invited by the academic vice president to assist with graduation exercises should contact the Student Life Office.

Rooms may be entered during each break by university staff to ensure the building is secure and to inspect for health and safety conditions. All visible policy violations will be documented and any university, city, or state property may be confiscated.

### **Housing Contracts**

All students living in university residence halls are required to sign a Housing Contract. In the event of a conflict between the Housing Contract and policies relating to housing assignments, deposits, and residence halls; the Housing Contract controls.

### **Meal Plan**

All students living in campus residence halls must participate in the meal plan. The meal plan does not cover Thanksgiving, Christmas and Spring Recesses, Summer Sessions, and intercessions. Credit is not given for meals not taken. Students who are absent from a meal because of a university-related activity or program or because of illness may receive a sack meal replacement by notifying Dining Services.

### **Summer Housing**

If students plan to be on campus during the Summer Session, room arrangements must be made with the Student Life Office during the preceding Spring Semester. Students contract for room only. Priority for living space is given to international students and to students attending Summer Session or participating in summer internships for credit.

### **Recess Housing**

The residence halls are closed during the Thanksgiving and Spring Recesses and the breaks between semesters. Students may request permission to remain in a hall during a recess on written application and payment to the Student Life Office. Residents may be moved to designated housing areas during recesses and intercessions based on space availability.

## **RESIDENCE HALL POLICIES**

The following policies as well as ALL policies and regulations listed under the "Non-Academic University Policies and Procedures for All Students" Section of this Student Handbook apply to the residence halls, its residents, and its guests.

### **CABLE SPLICING**

The university's cable supplier, Time Warner Cable, provided the following information:

- The definition of cable theft is the illegal interception of cable programming services *without* the express authorization of, or payment to, a cable company.
- Active theft occurs when someone knowingly and intentionally makes an illegal physical connection to the cable system in their area for the purpose of receiving cable services in their home or business.

Why is cable splicing/theft illegal? The Federal Communications Commission released a public notice in November 1994 stating that the use of cable descramblers not authorized by cable systems is a violation of federal law. Sentences in federal and state theft of services cases have ranged from probation to sixteen (16) years in prison. Fines and restitution have ranged from several hundred dollars to \$2.7 million.

### **COMMON USE AREAS**

Common areas such as hallways, recreation rooms, lounges, restrooms, and kitchens are an integral part of the community life. Keeping these areas clean and in good repair is both appreciated and necessary. Lounge furniture may not be removed from its location. Any student found with university furnishings in his/her residence hall room will be subject to discipline. Damage and or excessive cleaning in common areas may result in public area damage fines to all residents of a floor, building, or the campus.

### **COURTESY AND QUIET HOURS**

Courtesy hours are in effect at all times, and residents are expected to be aware that their actions and behaviors do affect other community residents. Noise levels are the shared responsibility of all campus residents. The right to QUIET will take precedence over the right to noise.

It should be understood that the prime responsibility for the enforcement of quiet and courtesy hours rests with the residents themselves by respecting the rights of others. The Student Life staff will enforce quiet and courtesy hours when necessary.

Quiet hours are those times during which noise should be kept at a minimum within the halls. Residents should assume that other residents may either be sleeping or studying and should conduct themselves in such a manner so as not to disturb anyone. Radios, stereos, and televisions should be used in a manner that will not disturb anyone at anytime. Each floor at the beginning of each school year will determine quiet hours. The minimum hours of quiet hours will be 10 p.m. to 10 a.m. from Sunday evening through Friday morning and from 12 a.m. (midnight) to 11 a.m. Saturday and Sunday mornings.

Sound equipment such as stereos, radios, televisions, and sound cards on computers may be played or engaged as long as it does not infringe upon the rights of others. Subwoofers are not allowed in the residence halls. If a noise problem is caused by repeated use of sound equipment, the student may be required to remove the equipment from campus and will be subject to disciplinary procedures. Under NO circumstances may speakers be placed so that music is played out windows.

### **DAMAGE**

The university holds the occupants of the room financially responsible for damage to property. This includes, but is not limited to, wall marks and door marks, especially from tape of any kind. When a student moves out of a room and there are damaged or missing items, the Student Life Office and the plant manager assess the cost and notify the student of charges (See Appendix B). If unreported damage occurs in public areas, a floor or an entire hall may be assessed a charge. It is the entire hall's responsibility to care for and maintain their residence.

### **FIRE SAFETY**

The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards. Only a "power strip" approved by Underwriters Laboratories, Inc. (UL) that contains its own fuse may be used to obtain additional electrical outlets. The use of an electrical "octopus" (multiple head plugs) is strictly prohibited. The use of extension cords should be kept to a minimum and should never run under carpets or between room furniture.

Electrical appliances allowed in student rooms are as follows: computers, printers, small refrigerators (up to 2.5 cubic feet), popcorn poppers, coffee pots, irons, stereos, televisions, VCR's, clocks, blow dryers, curling irons, and pressing combs.

The following items are not permitted in student rooms: open element appliances such as hot plates, broilers, space heaters, immersion heaters, ovens, electric woks, toasters, kerosene heaters, sun lamps, outside antennae, rice cookers, or halogen lights of more than 300 watts as well as any halogen light that does not meet current UL approval that is equipped with a protective cover over the bulb. Non-compliant devices will be confiscated until the student can remove them from campus.

Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense, and gas lanterns are not permitted in or around the residence halls. No containers of flammable liquids or volatile toxic materials like gasoline or kerosene are permitted in the residence halls.

Items, including furniture and lockers, may not interfere with access to room doors and windows.

Tampering with any university electrical equipment including breaker boxes and outlets or with electrical equipment of another resident is prohibited. When a building alarm sounds, all residents must vacate the residence hall. Student Life and Campus Security personnel may inspect rooms. No one may re-enter the hall until the senior Student Life staff member present has secured the building and given permission for residents to return. No student may disengage or reset any alarm enunciator panel. This is the responsibility of the Campus Security officer present.

No student may tamper with and/or misuse any fire safety equipment, including but not limited to, alarms, alarm covers, fire hoses, extinguishers, fire escapes, fire doors, or safety equipment which if not functioning properly may jeopardize residents' safety. Any tampering with or misuse of the above-described equipment should be reported immediately to a Student Life staff member. Students found responsible for tampering with or misusing of any fire safety equipment or setting off false alarms, either through negligence, vandalism, or a prank, will be responsible for the fine imposed by the Fire Department, a \$300 university fine, applicable expenses (clean-up, recharging a fire extinguisher, etc.), as well as other disciplinary actions.

Any student who makes a false 911 call as prohibited by state law or university regulation will be subject to the university disciplinary policies including, at a minimum, receipt of a disciplinary charge, the sanction of Disciplinary Probation, a significant fine, and referral to the Leavenworth Police Department for prosecution.

#### **FURNITURE AND ROOM DECORATIONS**

Although the Student Life Office appreciates and encourages the expression of individuality in room decorating, university-supplied furniture may not be removed from individual student rooms. Maria Hall furniture that is attached to a wall may not be moved or removed under any circumstances. The dean of students or designee must approve room modifications in writing. Waterbeds are not permitted in resident rooms because of structural concerns and the potential for serious damage from water leakage.

Concern for the safety of residents and guests and damage to residents' personal and University property requires the following guidelines for decorating rooms:

1. Alcoholic beverage containers are NOT acceptable for decorative purposes student rooms no matter what the age of the student.
2. Beer "bongs" or other binge drinking items are not allowed in student rooms, no matter what the age of the student.
3. Hookah single or multi-stemmed water pipes for smoking are not allowed in student rooms.
4. *Salvia divinorum*, in any form, is not allowed in student rooms.
5. Residents are not permitted to hang items from the ceiling, including such things as plants, parachutes, blankets, and similar items.
6. Wood paneling is not permitted.
7. Double-sided carpet tape is prohibited because it is difficult to clean and often results in students incurring room damage charges.
8. Students are not permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.

9. The outside of room doors and windows are visible to all members of the community, and as such, decorations should be kept to a minimum. Residents will be asked to remove any materials that place the residents in violation of university policy, law or are in poor taste. The Student Life staff also may enter rooms and remove such items with or without the permission of the resident.
10. Decals, bumper stickers, and contact paper may not be affixed to university property.
11. It is recommended that masking tape be used to hang posters and pictures. Sticky-tack putty can cause significant paint damage and should not be used.
12. The use of dartboards in rooms often leads to damage to the room and injury to persons and therefore is not allowed.
13. For questions regarding the appropriateness of decorations, please contact the Student Life staff.
14. Live Christmas trees are not permitted in student rooms or common areas of the floors because they create a fire hazard. Christmas lights must be UL approved for indoor use and should be plugged in only when resident(s) are present.

#### **INAPPROPRIATE ACTIVITIES**

Activities such as skateboarding; riding a scooter; water balloons or fights; bike riding; throwing Frisbees; playing hackysack; throwing, bouncing, hitting or kicking balls; golf; and similar recreational or sport related activities are not permitted in the residence halls.

Special care should be taken when engaging in these kinds of activities adjacent to any campus building.

#### **KEYS AND ID ACCESS CARDS**

Residents are issued a room key and a student ID card that will enable them to access their residence hall. A lost key or ID card must be reported to the Student Life Office. Students must keep their room key and ID card on their person at all times. If a key is lost, the resident will be charged the cost of changing the lock and replacing the key. Lost ID cards create potential security risks to all students and should be reported immediately; students will be charged for a replacement ID card. The key and ID card remain the property of the university and may not be duplicated or modified in any way. For safety reasons, please immediately notify Student Life or Security when you lose/misplace your ID card.

#### **LOFTS**

Students choosing to construct a loft structure must register their plans with the Student Life Office at the beginning of the semester. The dean of students or designee, in conjunction with the physical plant manager, must approve lofts. Structures must be freestanding with a 36" clearance between the loft and ceiling. Lofts cannot obstruct windows or doors. The student is responsible for any damage to university property due to loft construction. The student is responsible for dismantling and removing the structure. Failure to do so will result in a minimum fine of \$50.

### **PAINTING**

Students may paint their rooms a shade of white with the approval of the Student Life Office. If rooms are painted any other color than white, they must be re-painted white before check-out or they will be charged for repainting the room and a hold will be placed on their student account until the room is re-painted.

### **PETS**

No pets and other animals, except freshwater fish, are permitted in the residence halls. Fish tank capacity must not exceed ten (10) gallons. During breaks, everything in the room, including fish tanks, must be unplugged. If this will create a problem, arrangements should be made ahead of time to remove the fish. The university is not liable for injury or death of any fish in the residence halls. Please see the Student Life Office with any questions.

### **QUIET AND ALCOHOL FREE WEEK**

Quiet Week is established to promote maximum studying during finals week. Quiet Week begins at 10 a.m. the Friday before finals week and lasts through the end of finals. Noise heard one door down will result in automatic discipline under the university disciplinary policies. Quiet hours will be in effect twenty-four (24) hours each day. A reminder to all students twenty-one (21) years old and older: during Quiet Week, the residence halls are alcohol free beginning at 10 a.m. the Friday before finals week and lasting through the closing of the residence halls.

### **ROOFS, LEDGES, WINDOWS, AND ATTICS**

Roofs, ledges, windows, and attics of all buildings are off limits. Window screens are not to be removed or tampered with, and windows may not be used to enter or leave the building. Be sure to check that you have screens on all your windows upon move-in. Students who damage or remove window screens will be assessed a replacement charge. Throwing or dropping an object from a window or roof of a residence hall is prohibited and will result in discipline under the university disciplinary policies.

### **ROOM CONDITION REPORTS**

The Student Life Office uses the Room Condition Report form to record any damages and to determine any charges when residents check out of their rooms. Residents should take special care to accurately complete a detailed description of their room's condition prior to occupancy to protect against inappropriate damage charges when they move out. If a Room Condition report is missing or incomplete, the Student Life Office will assume the room was in perfect condition at the time of check-in, absent convincing evidence to the contrary.

### **ROOM ENTRY**

All residence hall rooms are the property of the university and under its custody and control. Accordingly, all rooms are subject to entry by professional staff with reasonable cause.

## **SOLICITATION POLICY**

Solicitors are not permitted in the residence halls. If any student should see anyone soliciting goods or services, please report the incident immediately to a Student Life staff member or to Security.

## **STORAGE**

Limited storage is available for the convenience of residents. Suitcases, trunks, and metal or plastic storage containers may be stored during the school year. Anything kept in storage is at the student's own risk. All items must be stored neatly and clearly marked with the student's name, current room number, and home address. No bicycles, tires, cardboard boxes, bricks or large furniture may be stored. No one without a current Residence Hall Contract is allowed to use the storage room.

Only students who have signed a Residence Hall Contract for the coming academic year are allowed to store items over the summer months. Each item is to be clearly labeled with owner's name, home address, telephone number, and "Summer 2008". All items must be removed from storage and re-labeled during the first two (2) weeks of the fall semester, or they will be removed from the trunk room absent written permission from Residence Life. Any unclaimed or unauthorized item left in the storage and trunk room from the preceding academic year may be donated to charity after the second week of the following fall semester.

## **VISITATION, ESCORT POLICY, AND OVERNIGHT GUESTS**

### **Visitation Policy**

All residents are given the privilege of having guests visit with them in their residence hall room during certain designated hours. Guests are considered those individuals not residing in the building they are entering, especially non-students and any person of the opposite sex. The designated visitation hours for all guests are:

Monday morning - Friday morning,      10 a.m. – 12 a.m. (midnight)

Friday morning - Sunday morning,      10 a.m. – 2 a.m.

### **Guest Registration**

All residents are required to register their guests beginning at 7 p.m. Residents will register their guests at the front desk with the desk worker by signing in on the Guest Registration Log. All information on the registration log should be filled out completely and legibly.

***As a Catholic institution, University of Saint Mary does not condone cohabitation between same sex or opposite sex couples.***

### **Escort and Sign-In Guests**

All residence hall visitors or guests who are not USM students must be escorted by the host resident at all times when in the residence halls. Escorting a guest or visitor means walking the guest or visitor from room to room, from floor to floor, and physically showing him/her to the restroom. When entering the residence hall, an unescorted visitor or guest must enter through the main lobby entrance of

the hall and call his/her escort on one of the house telephones located in the main lobby. The host will come down to the lobby and sign the guest in. The host's name, room number, name of guest(s), time in and time out, and date must be noted in the visitor logbook. **If no one is at the desk, residents must still sign-in their guests.** Escorting is to begin and end in the main lobby or at the outside entrance of the residence hall. All visitors to the residence halls must present identification upon request and comply with university policies.

**Commuter Student Visitation**

Commuter students are considered to be "guests" of the residence halls. Commuter students should follow all visitation policies, including being escorted and signing in.

**Overnight Guests**

Guests of the same sex as the University of Saint Mary resident may stay in the resident's room for a maximum of three (3) consecutive nights per individual guest per semester for a total of six (6) nights per semester for all guests of that student. Family members of the opposite sex may stay in a resident's room with the permission of the other roommate in that room. Additional nights may be requested in writing to the dean of students. The dean of students has final approval. Guests must be escorted at all times. Residents are responsible for the behavior of their guests. All overnight visitors must be registered with the person on duty.

**Non-Resident's Behavior**

The university reserves the right for any university staff member, including any administrator, faculty, Student Life staff, Campus Security staff or other professional staff, or the staff of a contractor of the university acting in the performance of their duties and within the scope of their authority to refuse entry to non-residents or require them to leave the premises when that person's behavior is contrary to the goals and objectives of the residence hall environment. Failure to comply with the directive of any university staff member, including any administrator, faculty, Student Life staff, Campus Security staff or other professional staff, or the staff of a contractor of the university in the performance of their duties and within the scope of their authority may be reason to contact the local Police Department.

Students with guests will be held responsible for the actions of their guests and will be personally subject to discipline and sanctions resulting from property loss, injury to person or property, and other policy violations of their guests.

## **GETTING AROUND CAMPUS**

**CAMPUS SWITCHBOARD..... 0**

Saint Mary Hall, First Floor  
Monday-Friday 8 a.m. - 4:30 p.m.

**ACADEMIC RESOURCE CENTER ..... 6426**

Anita Kolb - Miega 101  
Hours as posted.

<b>ACADEMIC VICE PRESIDENT .....</b>	<b>6115</b>
Brian LeBeau- Saint Mary Hall 207	
Monday-Friday 8 a.m. - 4:30 p.m.	
<b>ACCOUNTING/BUSINESS OFFICE .....</b>	<b>6482</b>
Sherry Wells - Saint Mary Hall 106	
Monday-Friday 8:30 a.m. -4 p.m.	
<b>ADMISSIONS.....</b>	<b>6307</b>
Brandon Johnson - Saint Mary Hall 104	
Monday-Friday 8 a.m. - 4:30 p.m.	
<b>ANCILLA DAY CARE CENTER .....</b>	<b>6113</b>
Sharon Dedeke - Maria Hall, Ground Floor	
Monday-Friday 6:30 a.m. - 5:30 p.m.	
<b>ATHLETICS .....</b>	<b>6160</b>
Rob Miller - Ryan Sports Center, 2 <sup>nd</sup> Floor	
Monday-Friday 8 a.m. to 4 p.m.	
<b>CAMPUS WORK STUDY AND STUDENT EMPLOYMENT .....</b>	<b>4372</b>
Jackie Grigsby – Mead 200	
Monday-Friday 8 a.m. to 4:30 p.m. and by appointment.	
<b>CAMPUS MINISTRY .....</b>	<b>6146</b>
Heather Coates - Berchmans Hall 110	
Monday-Thursday 7:30 a.m. - 4 p.m.	
Sunday 3 - 10:30 p.m.	
<b>CAREER DEVELOPMENT .....</b>	<b>6142</b>
TBA- Berchmans Hall 113	
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>COMPUTER HELP DESK .....</b>	<b>6420</b>
Miege Hall, Ground Floor	
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>COUNSELING.....</b>	<b>6143</b>
Deborah Shaddy, M.S. - Berchmans Hall 117	
Monday-Friday and by appointment.	
<b>DEAN OF STUDENTS.....</b>	<b>6120</b>
Dr. Lisa Beckenbaugh - Berchmans Hall 109	
Monday-Friday 8 a.m. – 4:30 p.m. and by appointment	
<b>DEVELOPMENT .....</b>	<b>6302</b>
Pam McNally - Saint Mary Hall 205	
Monday-Friday 8 a.m. – 4:30 p.m.	

<b>DIRECTOR OF RESIDENCE LIFE</b> .....	<b>4363</b>
TBA- Maria 101	
Monday-Friday 8 a.m. – 4:30 p.m. and by appointment	
<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OFFICER</b>	
Dale Culver – Mead 200 .....	<b>4372</b>
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>FACILITIES MANAGER</b> .....	<b>526</b>
Mark Gieseman – Saint Joseph, Ground Floor	
Monday-Friday 7:30 a.m. – 4 p.m.	
<b>FACILITIES RESERVATIONS</b> .....	<b>6134</b>
Carole Gonzales – Saint Mary 205	
Monday-Friday 7:30 a.m. – 4 p.m.	
<b>FINANCIAL AID</b> .....	<b>6450</b>
Judy Wiedower - Saint Mary Hall, First Floor	
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>FOOD SERVICE</b> .....	<b>543</b>
Saint Joseph Dining Hall	
Meal times as posted.	
<b>HEALTH SERVICES</b> .....	<b>6145</b>
Terry Delavan - Berchmans Hall, Ground Floor	
Hours as posted.	
<b>HOUSEKEEPING</b> .....	<b>6445</b>
Dennis Sullivan - Mead Ground Floor	
Monday-Friday 7 a.m. – 4 p.m.	
<b>LIBRARY</b> .....	<b>6306/6163</b>
Penelope Lonergan - De Paul Library	
Monday-Thursday 8 a.m. - 9:30 p.m.                      Friday 8 a.m. -5 p.m.	
Saturday 11 a.m. – 4 p.m.                                      Sunday 2 p.m. - 9:30 p.m.	
Hours during finals, holidays, semester breaks and summer school, as posted.	
<b>MAINTENANCE</b> .....	<b>414/415</b>
Mike Logan – Saint Joseph Ground Floor	
Monday-Friday 7:30 a.m. – 4 p.m.	
<b>MARKETING</b> .....	<b>6308</b>
Laura Davis – Mead Hall Room 200	
Monday –Friday 8 a.m. – 4 p.m.	
<b>PRESIDENT</b> .....	<b>6102</b>
Sr. Diane Steele - Saint Mary Hall, Second Floor	
Monday-Friday 8 a.m. – 4:30 p.m.	

<b>REGISTRAR .....</b>	<b>6121</b>
Wanda Owen - Saint Mary Hall 105	
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>RESIDENCE LIFE &amp; HOUSING .....</b>	<b>6120</b>
Student Life Office, Berchmans Hall 108	
Monday-Friday 8 a.m. – 4:30 p.m.	
<b>SECURITY .....</b>	<b>6446</b>
Jack Eagles - Berchmans Hall, Ground Floor	
<b>SPIRE SPIRIT SHOP .....</b>	<b>6114</b>
David Rush - Mead Hall, First Floor	
Monday-Friday 8:30 a.m. – 4 p.m.	
<b>STUDENT GOVERNMENT ASSOCIATION.....</b>	<b>4375</b>
Berchmans Hall, First Floor	
<b>STUDENT LIFE.....</b>	<b>6120</b>
Julene Jennings – Berchmans 108	
Monday-Friday 8 a.m. – 4 p.m.	

## **ACADEMIC DEPARTMENTS**

<b>BEHAVIORIAL SCIENCE.....</b>	<b>6103</b>
Berchmans Hall, First Floor – Dr. David Green, Chair	
<b>BIOLOGY/CHEMISTRY/MATH .....</b>	<b>6405</b>
Miege 315 – Dr. Rick Silvey, Chair	
<b>BUSINESS .....</b>	<b>4338</b>
Miege 112c – Dr. Ron Logan, Chair	
<b>EDUCATION .....</b>	<b>6205</b>
De Paul, Ground Floor – Sr. Frances Juiliano, Chair	
<b>FINE ARTS.....</b>	<b>6460</b>
Mead 304 – Dr. William Krusemark, Chair	
<b>HISTORY/POLITICAL SCIENCE/GLOBAL STUDIES.....</b>	<b>6483</b>
Xavier 203 – Ken Mulliken, Chair	
<b>INFORMATION SYSTEMS &amp; TECHNOLOGY .....</b>	<b>6157</b>
Miege 20 - Rick Hite, Chair	
<b>LANQUAGES/LITERATURE.....</b>	<b>6214</b>
Saint Mary Hall 311 - Sr. Susan Rieke, Chair	
<b>NURSING PROGRAM .....</b>	<b>4381</b>
Rebecca Cahill, Director	
<b>PHILOSOPHY/THEOLOGY.....</b>	<b>4332</b>
Saint Mary 301 - Sr. Kathleen Wood, Chair	

## STUDENT LIFE STAFF

<b>Campus Ministry</b>	Heather Coates.....	ext.6146
<b>Career Development</b>	TBA.....	ext. 6142
<b>Counseling</b>	Deborah Shaddy, M.S. ....	ext. 6143
<b>Dean of Students</b>	Dr. Lisa Beckenbaugh .....	ext. 6120
<b>Director of Residence Life</b>	TBA.....	ext. 4363
<b>Discipline Coordinator</b>	TBA.....	ext. 4363
<b>Health Services</b>	Terry Delavan .....	ext. 6145
<b>New Student Orientation</b>	Dr. Lisa Beckenbaugh .....	ext. 6142
<b>Recreation</b>	Wells Coddington.....	ext. 6316
<b>Student Activities</b>	Wendi Williams .....	ext. 6434
<b>Student Life Office Manager</b>	Julene Jennings.....	ext. 6120

## ATHLETIC DEPARTMENT

<b>M. Baseball/Athletics</b>	Rob Miller.....	ext. 6160
<b>Football</b>	Lance Hinson.....	ext. 4341
<b>M. Basketball</b>	Jon Bishop.....	ext. 6311
<b>W. Basketball/</b>	Mike Basler .....	ext. 4339
<b>M/W Soccer</b>	Derek Mazeitis .....	ext. 6164
<b>Volleyball</b>	Paul Lawson .....	ext. 4343
<b>Softball</b>	Lori Lorenzen.....	ext.4337
<b>Head Trainer</b>	Romotthy Quashie.....	ext. 4334

## QUICK REFERENCE

<b>Campus Security</b>	ON Campus	ext. 6446
	OFF Campus	758-6446
	Cell Phone	913- 683-5201
<b>Housekeeping</b>		ext. 6445
<b>Maintenance and Facilities</b>		ext. 414/415
<b>Student Life On-Call</b>	Daytime	ext. 6120
	Nights & Wkds - Cell Phone	306-0882

## MAIN NUMBERS

University of Saint Mary.....	(913) 682-5151
University of Saint Mary Fax.....	(913) 758-6140
Student Life/Athletic Fax.....	(913) 758-6313
The Overland Park Campus.....	(913) 345-8288

## **APPENDIX A**

### **CAMPUS SECURITY**

The University of Saint Mary is committed to providing a safe environment to all individuals who visit, work, and live on this campus. The university has adopted policies and procedures as a means of informing and guiding individuals concerning steps they can take to report criminal activity and crime prevention. The university maintains its own security staff.

The Student Right to Know and Campus Security Act of 1990 is a federal law that requires colleges and universities participating in the student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose campus crime statistics and security policies. The primary purpose of the Campus Security Act is to make campuses safer by ensuring that students, employees, and visitors are informed about campus security.

Based upon the university's commitment to providing student, faculty, staff, and visitors with a safe and secure campus environment and its obligations under the Campus Security Act, the university president, vice president for finance and administrative services, the dean of student Life and the director of facilities are designated responsible for campus security and are charged with the responsibilities of developing administering, and updating procedures to comply with the Campus Security Act.

### **CRIME REPORTING PROCEDURE**

1. In the event of a crime or emergency situation that is immediately life-threatening, call the Leavenworth Police directly at 911. In the event of a violation of campus policy, or other criminal activities that are not immediately life-threatening call Campus Security at 6446 or contact one of the individuals designated as campus security officials listed on page one of this policy.
2. Provide the police or security with the time, description and location of the incident. If known, also provide the names of individuals involved in the incident. You may request to remain anonymous when reporting a crime.
3. Security officers or designated campus security officials who are informed of the commission of a serious crime such as outlined in the campus crime statistics report are required to report the information to either the dean of students, or the director of facilities for entry into the Campus Crime and Security Report.

Reports concerning campus crimes become part of the crime statistics for USM, which are published annually by the Office of the President in coordination with USM official security designees.

### **Immediate Threat Reports**

In the event of immediate and on-going threats to the safety of individuals on campus, Threat Reports will be issued on a timely basis. These reports will be issued by the president of the university or security designees upon the authority of the university president.

### **Annual Distribution of Campus Crime Statistics Annual Security Report**

This Procedure is intended to comply with the Campus Security Act of 1990, and the amendment of 1998, and regulations issued by the United States Department of Education (“DoEd”) pursuant to the Act. Where the Procedure conflicts with the Act or the regulations; the Act or the regulations will govern.

1. **Current Students and Employees**  
The dean of students or his/her designees will distribute, on or before September 1, of each year, an Annual Security Report to all current students and employees on all campuses. The report is located at <http://www.stmary.edu/studentlife/campussafety>.
2. **Prospective Students and Employees**  
The Annual Security Report will be provided to prospective students and prospective employees, upon request. Arrangements will be made to inform these individuals of the availability of the report, they will have access to a summary of the reports contents, and they will be given the opportunity to request a copy of the report.

### **Reporting Crimes to the Campus Community**

To ensure the safety of the campus community, the designated security officials or their designees will make timely reports to the campus community regarding crimes that are listed in Campus Crime Statistics, or crimes that are considered to be a threat to the campus community.

The decision whether to report a crime to the campus community must be based upon the facts surrounding the crime including, but not limited to, the nature of the crime, the continuing danger to campus community, and the possible risk of compromising law enforcement efforts.

## APPENDIX B

### Residence Hall Room Damage Charges -- 2008-2009

Damages to room or room furnishings beyond the limits of reasonable wear will be charged to the occupants of that room. The Room Condition Report is provided for your protection against incorrect charges to your personal account. It will be assumed that any damage to your room or room furnishings which has not been noted on the Room Condition Report must have occurred while you were in residence. Of course, failure to properly complete the room check will make you liable for all report and replacement costs.

The following information will acquaint you with the charges\* to be levied for specific damages to rooms or room furnishings.

<u>ITEM</u>	<u>DAMAGE CHARGES</u>
<u>Walls:</u>	
Repainting or touch-up by Maintenance	\$125 per wall
Tape marks or residue left on walls	\$45 per wall
Very soiled or marked up	\$75 per wall
Chipped	\$50 per wall
Nail holes	\$10 per hole
Paint 3 & 4 walls	\$325
Replace message/bulletin boards	\$30-\$50
<u>Ceilings:</u>	
Painting (touch-up or repainting)	\$125
Chipped	\$75
Tape marks, hooks, & nails	\$10 per hole
<u>Doors:</u>	
Room	\$525 with hardware
Nail holes, dart marks, minor damage	\$75 - \$200
Closet or interior bathroom	\$300
Door Knobs	\$75
<u>Sinks:</u> Paint - removing items	\$30
<u>Beds:</u>	
Assemble or disassemble	\$25

Bed Frame & spring	\$250
Mattress	\$150
Mattress cover	\$50
<u>Desk:</u> New Formica top	\$200
<u>Desk chair</u>	\$100
<u>Chest of Drawers</u>	\$200
<u>Blinds</u>	\$100
Wands	\$10
<u>Telephone</u>	\$250
<u>Windows</u>	\$145 - \$360
Screens	\$50
<u>Mirror</u>	\$100 - \$200
<u>Floor and/or floor tile</u>	\$10 per tile
<u>Hardwood floor</u>	\$500
<u>Contact paper</u>	\$40
<u>Smoke detectors</u>	\$50
Batteries	\$2.50
<u>Rooms:</u>	
Extra dirty/cluttered	\$35 - \$75
Personal effects left	\$75
Improper checkout	\$25
<u>Common Area:</u>	
Damage	.....\$25-\$500
<u>Keys:</u>	
Core change	\$50
Mailbox key	\$10
<u>ID card</u>	\$7

\*The listed prices are estimates only and are subject to change without notice. The Maintenance Department reserves the right to charge more than indicated in special or extreme cases. All questions concerning residence hall charges should be directed to the Student Life Office in Berchmans Hall.