

2012/2013



UNIVERSITY OF MARY
Student Handbook



Message To Students

Dear U-Mary Student:

Whether you are a new or a returning student it is a pleasure to welcome you to the University of Mary. I often tell people that I have the best job at the university. Not only do I get to work with some of the best and most dedicated faculty and staff anywhere, I am also richly blessed to be able to serve and get to know so many great students! In my time working with students it has been profoundly fulfilling to have the opportunity to talk, one-on-one, with hundreds of students through the years. Some of our conversations have been about the uncertainty that many students experience in discerning their life and career goals. Other students have talked to me about family concerns, roommate issues, or financial problems. Still others shared with me their ideas for how policies or services at the university could be improved. It is always an honor to be invited to listen.

Through my experiences with students, I have learned that listening is perhaps the most important things we can do for one another. Listening, much more so than anything we say, helps people find answers to life's questions. Finding answers to life's questions is what education is really about. At the University of Mary, because we are Christian, Catholic and Benedictine, students have the opportunity to ask life's questions at their deepest and most profound level... *"What is God calling me to do with my life?"*

If you are asking this question, I recommend that you do two things. First, listen. Listen for God to speak because he has a plan for you. St. Benedict tells us that listening for God's response is a joyful experience when he asks, *"What is more delightful than this voice of the Lord calling to us?"* (Rule of Benedict, Prologue 19). So, spend a little time each day, listening to God. You can do this by praying, going to church, doing something for others, taking a walk, taking time to be quiet, or reading scripture. Ask yourself each day, *"What does God want me to do with my life?"*

Second, talk to someone who is a good listener. This might be your parents, grandparents, a teacher, advisor, residence director or trusted friend. When you sit down and "think out-loud" with someone who truly listens, this person just may hear something in what you say that you never realized.

I don't know what God has planned for each of you, but I can tell you the University of Mary absolutely believes that each student is being called by God to be a leader. Each student's call to leadership is unique. Most will probably be called to lead as parents. Many will be called to lead in their community by helping someone in need or by addressing some instance of injustice. Perhaps God is already calling you to be a leader in your circle of friends or in the residence hall. How will you prepare yourself to respond to God's call? One of the best ways to develop leadership skills is through service and involvement. There are many opportunities available for U-Mary students to serve and get involved. Here are just a few:

- Join the Campus Ministry Team or serve as a volunteer to assist with liturgies, ecumenical activities or social events
- Contact the Student Volunteer Program to learn about where volunteers are needed on campus and in the community whether at a nursing home, school, food pantry, homeless shelter, etc.
- Become a Resident Assistant (RA) or volunteer to help organize activities in your residence hall
- Join the Health PRO Team
- Serve on the Marauders Activities Committee (MAC)
- Volunteer to help plan Intramurals and Fitness activities
- Volunteer to serve on the Community Standards Committee
- Volunteer to fill an empty seat on the Student Senate or run for a spot in the next election
- Volunteer to serve on the Homecoming and Family Weekend Committee
- Participate in band, choir, theater, forensics, athletics or intramurals
- Volunteer to serve on the staff of the student newspaper, Summit
- Join at least one student organization and volunteer to run for office or serve on a committee

Should you have questions or need assistance of any kind, please contact me at the Student Development Office located in Room 1209 of the Benedictine Center for Servant Leadership (355-8265) or email me at seaworth@umary.edu. It would be my honor to be able to listen!

Have a great year!



Timothy B. Seaworth, Ph.D.
Vice President for Student Development

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About the Student Handbook

Description

The University of Mary Student Handbook (hereinafter Student Handbook) is the university's primary source of official information for students about the university's policies for student life and student conduct. It includes the university's community standards for students as well as information about the student conduct process. The Student Handbook also serves as a helpful resource for students as it contains important information about campus services and opportunities for student involvement.

Policies in the Student Handbook have been developed to reflect the university's Christian, Catholic and Benedictine identity and mission. In keeping with the Catholic Intellectual Tradition and the Benedictine Wisdom Tradition, there has been an intentional effort to formulate policies and processes to facilitate the spiritual, moral and ethical development of students in keeping with the Catholic and Benedictine educational philosophy which is about the development of the whole person – mind, body and soul.

The Student Handbook is published by the Student Development Office. The official copy is the electronic copy accessible from the university's web page. The contents of the official copy supersede and replace all printed copies and all previous editions of the Student Handbook. If there is a conflict between the policies and regulations contained in the Student Handbook and policies published in Student Government documents, the University of Mary Student Athlete Handbook or any document of a group or student organization, the policy published in the Student Handbook shall have precedence. In the event of a conflict between the Student Handbook and any other official university source, the president of the university will determine the policy that will apply.

Other Sources of Official Information for Students

The Student Handbook is not intended to be the university's only official source of information for students. In addition, to the Student Handbook, students are expected to be familiar with and comply with the information provided to them in the following locations and publications:

1. The University Catalog (Undergraduate and Graduate)

Published by the Office of Academic Affairs, the bulletin is the university's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition, fees and financial assistance. Both the undergraduate and graduate bulletins are available online from the university's web page under "Academics."

2. The University Portal (my.umary.edu)

The University of Mary's web portal, my.umary.edu

serves as an electronic source of official information for students. Upon enrollment, each student is provided access to this site and students are responsible for the information posted there.

3. General University Policies

General University Policies are university policies that apply to students, faculty and staff. They are posted in electronic form on my.umary.edu. All students are responsible to be familiar with and comply with all General University Policies.

4. The Student's University of Mary Email Account

Upon enrollment at the university, students are provided with a University of Mary email account which will be used by the university to send official communications to the student. Each student is responsible for any such official information sent to him/her by university administrators, faculty and staff. Students are advised to check their university email account inbox on a regular basis (daily is recommended).

5. University of Mary Student Account Publications

The most current student account information is available from the Student Account Office including:

- U-Mary Tuition and Fee Schedule
- Fee Refund Schedule
- Payment Information

6. Residence Life Agreement

This legally-binding agreement is signed by the student (or in the case of a student who has not yet reached the age of 18, a parent or legal guardian must sign the agreement). A copy is given to each student who lives on-campus. The student is responsible to comply with all terms and conditions listed in this document. Electronic copies of the agreements are available from the University of Mary portal and copies of signed agreements are available from the Student Development Office upon request.

7. Meal Plan Brochure

Information about meal plans is presented in a meal plan brochure available at the Student Development Office or online under "Dining Services."

8. The Campus Security Report

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the University of Mary Safety and Security Department publishes annual campus security reports for the main campus and for each satellite campus. These reports contain important information about safety and security policies and procedures at each campus. Students are responsible for the information contained

in these reports. Electronic copies of the reports are available from the university's website and portal. Printed copies are available upon request from the Safety and Security Office (security@umary.edu).

9. **The Student Organizations Manual**

This publication contains policies and procedures for all student organizations at the university. It is available from the Office of the Coordinator of Student Involvement at studentorgs@umary.edu. It can be found in electronic form on my.umary.edu.

Authority of the President of the University

There shall be no restriction on the president of the university to make an amendment or revision to the Student Handbook nor is there any restriction regarding the date when the president may stipulate when an amendment may take effect.

Nothing contained in the University of Mary Student Handbook shall limit the authority of the president to discipline to the extent of expulsion any student who has acted contrary to the rules and regulations of the university.

Disclaimer

Every effort is made to ensure the accuracy of information contained in the University of Mary Student Handbook at the time of publication. The university reserves the right to make any change, revision or amendment to any part of the Student Handbook, as deemed necessary or desirable, at any time and without prior notice. The Student Handbook and all information contained therein is published solely for the convenience of students and, to the extent permissible by law the university expressly disclaims any liability which may otherwise be incurred.

Student Responsibility for the Student Handbook

Upon enrollment and for so long as s/he is enrolled, each University of Mary student is responsible to access a current copy of the Student Handbook, become familiar with its contents and comply with all policies, rules, regulations and procedures therein. Students who fail to comply with the information contained in the Student Handbook are subject to student conduct action. Ignorance of information in the Student Handbook is not an acceptable defense for violating policies.

Student Handbook Availability

The Student Handbook is available online from the University of Mary's web page where it may be found under "Student Life". Printed copies of the Student Handbook are available upon request at the Student Development Office located in Room 1209 of the Benedictine Center for Servant Leadership. Students who need the Student Handbook in an alternative format because of a disability are responsible to register with the Office of Student Accessibility Services located in the Benedictine Center for Servant Leadership (701-355-8264).

Student Handbook Revisions

The Student Handbook is normally updated each summer with changes becoming effective when the electronic copy of the new handbook is posted online (usually in August prior to the first day of classes). Students, faculty, staff and the various governance bodies at the university are invited to submit suggestions and proposals to be included in a new edition of the Student Handbook to the vice president for student development. For full consideration, all suggestions and proposals should be submitted no later than April 1 of each year. It is the responsibility of the vice president for student development to review the suggestions that are received and consult as is appropriate with other university officials and university's legal counsel before determining the final content of the Student Handbook.

About the University

History

The University of Mary, the only Catholic university in North Dakota, was founded in 1955 as the two-year Mary College by the Benedictine Sisters of Annunciation Monastery. It became a four-year, degree-granting institution in 1959 and achieved university status in 1986. The University of Mary has been accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, since 1969.

Since its beginning, the University of Mary has sought to respond to the needs of people in the region. Its short history is one of rapid expansion. Student enrollment rose from 69 in 1959, the year of its incorporation, to 2800 today.

Five buildings of the campus were designed by renowned architect Marcel Breuer (1902-1981). The Sisters of Annunciation engaged him to build their monastery and a girls' high school, a complex completed in 1959. Today that facility serves the university as the Benedictine Center for Servant Leadership. The first four buildings of the long-anticipated campus were also designed by Breuer, a project completed in 1968. Buildings constructed, expanded, or purchased to meet the demands of a growing student population include the following:

- University Hall, Harold J. Miller Center, Arno Gustin Hall, North Residence (1968)
- McDowell Activity Center (1973, 1987, and 1992)
- Casey Center for Nursing Education (1976)
- Deichert Hall (1977)
- Butler Center for Lifelong Learning (1982)
- Boyle Hall (1989)
- Hillside Hall (1992)
- Clairmont Center for Performing Arts (1992)
- Greg Butler Hall (1996)
- Welder Library (1998)
- Leach Field House (2000)
- Leach Center for Student Life (2000)
- Benedictine Center for Servant Leadership (2000)
- Harold Schafer Leadership Center (2000)
- Boniface Hall (2000)
- University of Mary Fargo Center (2000)
- Richard A. Tschider Center for Health Science (2006)
- Tharaldson School of Business (2008)

The university continues to strive for quality in its curricular offerings and student support services. The change from college to university status in 1986 brought the implementation of master's degree programs in nursing, management and education. In addition to

those initial programs, master's degrees are offered in occupational therapy and business administration; and a doctorate is offered in physical therapy. The opening of the Butler Center for Lifelong Learning in Bismarck added a much-needed site for classes and service to the local area. With the launching of the School of Accelerated and Distance Education in 1996, the university opened a center in Fargo, North Dakota, in January 1997, offering undergraduate and graduate programs for the adult learner. Responding to the need for services, the university opened sites across North Dakota and in Montana, Wyoming, Missouri, Arizona, and Kansas. In addition, online programs are available to students around the globe.

The University of Mary set new strategic directions in 2001 with its vision for the future as America's Leadership University. The university is committed to providing leadership experiences for every student including a values-based curriculum which more effectively combines liberal learning with professional preparation, and is foundational to spiritual and ethical growth, stewardship integration, and a service experience in which curricular and co-curricular learning come together.

Today, with a faculty and staff of over 200, the University of Mary remains committed to continuing the mission of its founders and sponsors and to serving the people of the region and beyond in a spirit that fosters servant leadership.

Mission and Identity

Founded to prepare leaders in the service of truth, the University of Mary is distinctive in our education and formation of servant leaders with moral courage, global understanding, and commitment to the common good. As America's Leadership University, we are deeply devoted to our mission:

The University of Mary exists to serve the religious, academic and cultural needs of the people in this region and beyond. It takes its tone from the commitment of the Sisters of Annunciation Monastery. These Sisters founded the University in 1959 and continue to sponsor it today. It is Christian, it is Catholic, and it is Benedictine.

We cherish our Christian, Catholic, Benedictine identity; we welcome and serve persons of all faiths.

We are faithfully Christian.

As a Christian university, we strive to accomplish our mission in faithfulness to the Gospel of Jesus Christ. We regard each human person as created in the image and likeness of God, gifted with life and dignity. We seek to be agents of cultural renewal in our time and place, courageous advocates for justice and peace. Our Christian commitment is born from and sustained by the encounter of the Risen Lord, who came not to be served but to serve.

As He humbly washed the feet of His disciples on the night before He died, so we seek to serve one another. We are faithfully Christian.

We are joyfully Catholic.

As a Catholic university, we joyfully draw our life from the heart of the Church, identifying with the ancient tradition which gave rise to the first universities in medieval Europe. This Catholic intellectual tradition proposes an integrated spiritual and philosophical approach to the most enduring questions of human life. Thus we seek to advance the vital dialogue between faith and reason, while acknowledging the proper autonomy of the arts, sciences, and professions. A university is a place for the free exchange of ideas, and so we warmly welcome students and faculty of many faiths and convictions. At the same time, our common discourse ever takes place in a spirit of authentic respect for Catholic teaching and practice. We acknowledge the Catholic faith as a path to moral integrity and personal holiness. We are joyfully Catholic.

We are gratefully Benedictine.

As a Benedictine university, we remember with gratitude the Benedictine Sisters who came to Dakota Territory in 1878, bringing ministries of teaching and healing. This community of Sisters would become our founders and sponsors and, through them, we share in the 1,500-year-old heritage of the Benedictines. Inspired by lives of prayer, community, and service, Saint Benedict and his spiritual followers through the ages have been a stable source of tremendous good in the world: renewing the Church, preserving learning, cultivating wisdom, modeling humane virtues of balance and generosity. The life of our Sisters shapes our life. We are gratefully Benedictine.

The University of Mary,
America's Leadership University:
Faithfully Christian
Joyfully Catholic
Gratefully Benedictine

Approved by the Board of Trustees, 3 December 2010

Aware of its close historical ties with the immediate community, the University of Mary seeks to enhance the quality of life of the community. The university encourages each person to participate in his or her religious, social, educational, and political communities. Furthermore, it promotes a setting of freedom and initiative in which each individual may develop those characteristics critical to leadership formation, self-identity, and self-realization.

That same community setting makes the University of Mary open to change. Through its continued search for innovative and experimental approaches to learning, the university seeks personalized and relevant education for all students including those with special needs, whether these be economic, social, cultural, racial, religious, or

personal. All students are encouraged to seek the truth, to see themselves as whole and unique individuals responsible to God, and to become leaders in the service of truth.

As America's Leadership University, the university provides an environment in which each student participates in those experiences essential to becoming a leader. Each student's responsibility for the progress of society is the development of individual leadership qualities—self-direction, self-initiative, and self-actualization—to become a decision maker, problem solver, and change agent to others.

University Goals

To serve the religious needs

The University of Mary offers:

- Formation in a Christian community with a full liturgical life on campus
- Experiences that foster religious and humanistic values, both in and out of the classroom, particularly those Benedictine values of community, hospitality, respect for others, prayer, service, and moderation
- Activities that encourage individuals and groups to volunteer service to the community
- Opportunities to build the body of Christ through growth in intellectual, religious, and moral understanding
- A setting for collegial exchange and support between the communities of Annunciation Monastery and the University of Mary

To serve the academic needs

The University of Mary offers its students preparation in a core curriculum covering the following areas:

- Spirituality and Ethics
- Global Stewardship
- Critical Thinking
- Communication

For a student to acquire proficiency in these areas, continual assessment of learning in an atmosphere of openness and free inquiry is promoted. This atmosphere supports the university's commitment to develop the whole person. It enables each person, through both curricular and co-curricular opportunities, to explore the truth in its multiple facets. It recognizes the richness and diversity that come from intellectual inquiry and exploration.

Respectful of each person regardless of status or age, the University of Mary not only accepts, but actively encourages:

- Students from diverse social, economic, cultural, and religious backgrounds
- Students whose background requires more

individualized teaching and/or counseling

Ever open to change and responsive to the needs of students and the community, the University of Mary promotes:

- Curricular integration of the liberal arts and professional preparation
- Opportunities in service learning on campus, locally, regionally, and globally
- The 4-4-1 calendar which provides Summer Term learning opportunities to meet individual needs including foreign and domestic travel
- Commitment to graduate studies
- Continuing education through course offerings for area citizens
- The study and development of new methods and delivery of academic programs with a focus on distance learning to include off-campus sites and online programs

To serve the cultural needs

The University of Mary provides:

- Cultural events and opportunities to participate in community cultural enrichment
- A stimulating academic community that promotes growth in itself and the local population
- A Christian community that fosters diversity through hospitality and dialogue so as to learn to live in an interconnected world
- A campus that reflects the artistic principles of renowned architect and designer, Marcel Breuer

Vision Statement

The University of Mary is motivated by the need to strive toward ever-higher levels of quality. As America's Leadership University, the University of Mary envisions a Christian learning community that prepares its graduates to become leaders through service. The university is committed to providing leadership experiences for every student to include competence mastery in their profession, decision-making skills based on Benedictine values, and service to others as they prepare to lead in their professional, church, civic, and global communities.

Leadership development opportunities include:

- A first-year experience based on the concept of servant leadership
- Mentorships, internships, practicums, or meaningful work experiences
- Independent or individualized studies with faculty mentoring and guidance

- Student participation in the university's decision-making processes
- Student involvement in professional and service organizations
- Service learning in curricular and co-curricular offerings to include a global perspective
- Exchange among students, faculty, and staff in the social, academic, and spiritual areas of the campus environment
- Involvement in the religious, social, educational, and political communities beyond the campus

Servant Leadership experiences are based on:

- Character-building relationships integrated with a solid understanding of what it is to be a servant leader with Jesus as model
- Benedictine values
 - Community: *Caring for and supporting one another and being positive, contributing members of our community.*
 - Hospitality: *Welcoming of others both as individuals and as a community.*
 - Respect for others: *Recognizing and valuing the unique, God-given gifts of each individual.*
 - Prayer: *Reflecting upon God's presence in our life and asking God to teach us and guide us in all we do.*
 - Service: *Being of service to others through servant leadership based upon the model of Jesus Christ.*
 - Moderation: *Believing in development of the whole person and seeking to practice physical, emotional and spiritual wellness as individuals.*

These values are foundational in character-building, ethical decision-making, and the integration of the intellectual, spiritual, emotional, and physical aspects of life.

Harold Schafer Leadership Center

Emerging Leaders Academy offers:

- Experiences in leadership development in all majors for every student who demonstrates academic achievement, including leadership skills, volunteer, and/or service learning experience
- The Schafer Center Network connecting students and alumni with the region's leaders and executives

Official University Notifications for Students

Description

This section of the Student Handbook contains various official university notifications that apply to students. All enrolled students are responsible to be familiar with these notices and are advised to take the appropriate action as advised in the notices.

Students with Need for Accommodations Related to a Disability or Other Health-Related Condition are Responsible to Contact the Student Accessibility Services Office

Students who have need of accommodations because of a disability or a health-related condition (illness, injury, or medical condition) are responsible to make their need known by contacting the Office of Student Accessibility Services. In order to assist students who are in need of an accommodation, the Student Accessibility Services Office has developed an application intended to make it easier for students to understand what information is needed to evaluate such a request. Application forms are available from the Student Accessibility Services Office and online from the University's web site. As part of the application process, the student will be asked to provide documentation of his/her disability or diagnosis, as well as a statement regarding functional limitations for any accommodation requested. All documentation must be current and must be provided by a qualified professional. Applications, documentation, and requests for accommodations should be submitted to the Director of Student Accessibility Services at least 60 days prior to

the date the accommodation(s) are needed. Applications for accommodations due to TEMPORARY disabilities resulting from unexpected accident, injury, illness, hospitalization, etc. should also be submitted to the same office. For further information, please contact Sr. Madelyn Louttit, OSB, Director of Student Accessibility Services in the Benedictine Center for Student Leadership at (701) 355-8264 or mjlouttit@umary.edu.

Responsibility for Medical Expenses

The University of Mary is not responsible for medical expenses (including emergency medical services) incurred by students due to injury or illness while on campus or while attending/participating in University of Mary classes or sponsored activities. It is the responsibility of each student to ensure that s/he has adequate insurance for medical expenses.

Responsibility for Expenses Incurred Due to Theft, Loss, and Vandalism

The University of Mary is not responsible for loss or damage to vehicles or personal property belonging to students for any reason including but not limited to theft, vandalism, water damage or unauthorized use/misuse. It is the responsibility of each student to ensure that s/he has adequate insurance coverage for vehicles and personal property.

Community Standards for Students

This then is the good zeal which monks must foster with fervent love: They should each try to be the first to show respect to the other (Rom 12:10) supporting with the greatest patience one another's weaknesses of body or behavior, and earnestly competing in obedience to one another.

(Rule of Benedict, 72:3-6)

Benedict's teaching about "good zeal" serves as a fitting introduction to the university's community standards for students. The "good zeal" Benedict refers to is an eagerness to act out of concern for the well-being of the others in your community. In the Benedictine tradition, an enthusiastic commitment to the well-being of those with whom you live is part of an intentional choice to imitate Christ. In the context of a student community at a Benedictine university, individual students are called to foster this good zeal in the form of concern for the well-being of the students, faculty and staff who make up the University of Mary community. In short, Benedict is telling each of us that *it isn't all about me*. As followers of Christ, it is about your roommate, suitemate, the student who lives down the hall or in the room above or below. It is about the people who make up your community especially — those in need.

This section of the Student Handbook describes the standards for student conduct that all students are expected to abide by as a member of the University of Mary community. The standards have been specifically developed to reflect the university's Christian, Catholic and Benedictine identity and mission. As part of its mission, the university has integrated Catholic moral teachings into these standards and policies as part of an intentional effort to help students develop as persons with the moral courage needed to lead.

It is the responsibility of each student enrolled at the university to be familiar with these standards and all other university policies and to abide by them. Ignorance of a community standard or policy is not an acceptable excuse for not abiding by it.

When a student violates a standard or policy, the university's conduct officers are responsible to intervene according to the university's conduct processes. The goal of such intervention is: to hold each student accountable for his/her conduct; to require a student to take appropriate steps to restore or reconcile damage s/he may have caused by his/her conduct; and to provide the opportunity for the student involved to learn to make better decisions and choices in the future.

There is a section in the Student Handbook that describes the student conduct process. The conduct levels indicated in parenthesis throughout the university's Community Standards are minimum conduct status levels associated with specific violations. The university's conduct officers have the authority to assign a higher conduct level than is listed when circumstances warrant.

Standard 1: Students are Responsible to the University for their Conduct

Each University of Mary student is responsible to the university for his or her conduct whether on or off campus. It is the responsibility of each student: to act out respect for the God-given dignity, welfare and safety of others; to comply with the universities policies and regulations; and to be a good steward of the university's name by acting in a responsible manner that is respectful of the university's Christian, Catholic and Benedictine mission, values and philosophy.

- 1.1 Students who fail to conduct themselves in a manner consistent with Standard 1 by failure to demonstrate an appropriate level of respect for the God-given dignity of others; those who endanger the welfare and safety of others; those who evidence a blatant disregard for the policies and regulations of the university; and those who conduct themselves in a manner contrary to the mission, values and philosophy of the university are subject to student conduct action up to expulsion. In cases where action is less than expulsion, the director of student life or another conduct officer shall have the authority to determine the appropriate sanctions and student conduct level appropriate to the circumstances.

Standard 2: Students are Responsible to the University to be Law Abiding

Each University of Mary student is responsible to the university to be law abiding at all times. This standard is in effect when the student is off campus as well as when the student is on campus. Out of concern for the safety of other members of the university community, and also acting out of its responsibility under its Christian, Catholic and Benedictine mission to facilitate the moral development of its students, the University of Mary reserves the right to take student conduct action as it deems appropriate up to expulsion with regard to any student who violates the law while enrolled as a student at the university. The university also reserves the right to take student action as it deems appropriate with regard to any student who fails to report or otherwise withholds information from the university about his/her criminal record as part of the application for admission process. The University of Mary encourages law enforcement agencies with information about criminal conduct on the part of a student to provide such information to the university's director of student life. For purposes of this policy, "legal violation" and "criminal history" include all criminal offenses including all alcohol and drug violations, as well as any order from a court to avoid contact with another person. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

Prospective Students: As indicated in the application process, it is the responsibility of all prospective students to make full disclosure of their complete criminal history at the time of application. The prospective student who discloses a criminal history must also agree to submit to a background check as required by the university. All applicants are also responsible to inform the Office of Admissions of any legal violations/criminal charges that occur prior to the time when an offer of admission is accepted. Once an offer of admission has been accepted, the student is responsible to inform the director of student life (or in the case of a satellite campus, the senior administrative officer) of any legal violation/criminal conduct.

2.1 Any prospective student who fails to comply with this policy or any student who as a prospective student failed to comply with this policy by not fully and accurately disclosing information about legal violations/criminal charges as stipulated or by providing incomplete or false information shall be subject to the following consequences as deemed appropriate:

- The university reserves the right to rescind its offer of admission to the student.
- The university reserves the right to take student conduct action against the student to include assignment of a student conduct level appropriate to the situation, suspension of privileges and other sanctions up to suspension or expulsion from the university.

Enrolled Students: Once an applicant is offered admission and enrolls as a student at the university, s/he is required to promptly inform the director of student life (on the main campus) or the senior administrator at the appropriate distance education service center (if applicable) if s/he is cited for, charged with, under investigation for, or arrested for or convicted of any criminal or legal violation occurring on- or off-campus. "Any criminal or legal violation" includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

Student conduct action initiated by the university in response to any conduct that is also the subject of action by law enforcement authorities or the criminal courts is independent of any civil or criminal action and may proceed before, during or after any civil or criminal legal proceedings.

The director of student life or the appropriate student conduct officer has the authority to determine an appropriate conduct level for any legal violation that is addressed in the student conduct process. Dismissal of civil or criminal legal proceedings does not obligate the University of Mary to dismiss student conduct proceedings related to the alleged offense.

The university reserves the right to use information about legal violations and criminal history to make decisions about the individual's enrollment and student status at the university to the extent permitted by law.

2.2 Failure on the part of an enrolled student to promptly, fully and accurately provide information to the director of student life (main campus) or the appropriate conduct officer (satellite campus) as well as those that provide incomplete or false information or those who refuse to provide documents from law enforcement or the courts as requested by the university shall be subject to student conduct action up to suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct level and other sanctions that will apply will be determined by the student conduct officer according to the nature of the legal violation/criminal conduct involved.

2.3 Any legal or criminal violation by a student, whether the student is off or on the campus, is a violation of the Community Standards for Students. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations (non-criminal traffic offenses such as parking tickets and speeding violations are not included). Violators are subject to student conduct action at the university. In such cases, the university will conduct its own investigation of the matter and will make a determination in the matter independent of the determination made by criminal justice authorities. This is the case even if legal or criminal charges are reduced or dismissed by authorities. The student conduct level as well as the sanctions that will apply will be determined according to the nature of the legal violation/criminal conduct involved.

Court Ordered Protection Orders: Each student is responsible to promptly notify the director of student life (main campus) or the appropriate conduct officer (satellite campus) of any instance in which the student has been ordered by a court to avoid contact with another member of the university community or any other person. Any legal or criminal violation by a student on- or off-campus, is a violation of the Community Standards for Students. Violators are subject to student conduct action at the university.

2.4 A student ordered by a court to avoid contact with any other member of the university community (e.g. a court ordered violence protection order or restraining order) may be subject to the university's emergency suspension policy for as long as the court order is in effect.

Criminal Charges: Due to the serious nature of some criminal offenses the University of Mary reserves the right to take appropriate action to protect members of the University of Mary community from students cited or charged with or convicted of an offense.

2.5 A student cited or charged with a criminal offense shall be subject to the university's emergency suspension policy until such time as the university makes a final

determination in the matter. In such a case, the university reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination.

Standard 3: Students are Responsible to Comply with Mcard Policies

The official University of Mary identification is the "Mcard." All students are responsible to obtain a Mcard and carry it on their person at all times while on University of Mary property or at University of Mary sponsored activities. In the event a Mcard is lost or stolen, students are asked to immediately notify the proper university officials in the Mcard office. The student will be held responsible for all charges incurred on the card prior to notification. Students are also responsible for paying a replacement fee in the event it is necessary to reissue a Mcard. The replacement fee applies regardless of whether or not the card was lost or stolen. The Mcard is good for the entire period you are affiliated with the University of Mary. Upon graduation, withdrawal, or termination; you are required to return the Mcard to the Student Development Office or the Mcard office.

- 3.1 Students are required to present their Mcard to university officials, authorized campus security officers and law enforcement officials when requested to do so. The university reserves the right to deny a student admission to an event and/or to require him/her to leave an event if the student is unable or unwilling to present his/her Mcard when asked (Level 2).
- 3.2 Individuals who refuse to identify themselves or present false identification will be reported to law enforcement authorities. If the individual is later determined to be a student, that student is subject to student conduct action (Level 4).
- 3.3 Students are prohibited from altering or tampering with Mcards in any way and/or manufacturing false Mcards (Level 4).
- 3.4 Students are prohibited from allowing another person to use his/her Mcard for any purpose (Level 3).
- 3.5 Students are prohibited from being in possession of another person's Mcard and/or using another person's Mcard for any reason (Level 4).

Standard 4: Students are Responsible to Provide the University with Current Contact Information

It is necessary for the university to have a current address and current phone number for each student. This information enables the university to contact students promptly in the event of an emergency, and it provides for efficient mailings of official information to accurate addresses. Students are responsible to provide current and accurate local

addresses and phone numbers to the university registrar along with permanent addresses and phone numbers when applicable. The university assumes no responsibility for misdirected or undelivered mail when the student has not provided accurate or current contact information.

- 4.1 Students who fail to provide and those who provide inaccurate contact information are subject to student conduct action (Level 1).

Standard 5: Students are Responsible for Guests

Hospitality is one of the six Benedictine values and in that spirit, students are encouraged to invite friends and family to visit and attend university events. Out of respect for the guests as well as other members of the community, it is the responsibility of each host to inform guests of all appropriate policies and regulations.

- 5.1 When a guest of a student violates university policies, the university may be in the awkward position of having to issue a warning to the guest for minor violations, or it may be necessary to expel the guest if a major violation has occurred. The student host is subject to student conduct action for the misconduct of his or her guest(s) (Level 2).

Standard 6: Students are Responsible to Comply with the University of Mary Tobacco Free Policy

Each University of Mary student is responsible to be familiar with and abide by the university's Tobacco Free Policy which may be found in electronic form by clicking on the "General University Policies" link found on my.umary.edu.

- 6.1 Students who use tobacco products in violation of the University of Mary Tobacco Free Policy are subject to student conduct action (Level 2).

Standard 7: Students are Responsible to Cooperate with University Officials

Students are responsible to cooperate with university officials and comply with all directives of university officials and security personnel who issue the directives within the context of their official responsibilities. This includes cooperating with university officials and/or law enforcement officials who conduct an investigation of possible violations of the Community Standards for Students or other university policies and/or investigations related to possible violations of the law.

- 7.1 A student who refuses to or fails to comply with the directive of a university official, university-authorized security personnel or law enforcement official is subject to student conduct action (Level 3).
- 7.2 A student who refuses to be interviewed as a part of a university investigation or who provides false or misleading information or withholds

information during an investigation is subject to student conduct action (Level 3).

Standard 8: Students are Responsible to Comply with the University's Alcohol Policy

Alcohol abuse among college students is a serious problem on American college campuses. Students who abuse alcohol put themselves at risk for serious consequences such as alcohol poisoning, traffic accidents, sexual assault, academic failure, mood disorders and other health and emotional problems. They also endanger the safety of others and are responsible for the majority of disruptive incidents in residence halls and acts of vandalism that occur on college campuses.

It is the policy of the University of Mary to promote the responsible and legal use of alcohol. All students are responsible to the university to comply with all applicable laws that regulate the possession, use and sale of alcohol whether the student is on or off campus. It is the goal of the University of Mary to respond to students who violate its alcohol policy with interventions designed to promote change towards more mature and responsible decision-making with regard to alcohol use and to assist those who need it to access therapeutic assistance from qualified providers.

Furthermore, as stated in Community Standard 2.3, any legal or criminal violation by a student, on or off campus, is a violation of the Community Standards for Students. This includes violations where alcohol and/or drugs are involved. The university reserves the right to sanction students for such violations independent from the decisions of the court system. Furthermore, all students, regardless of residency or the location of where the violation took place, are held to this standard.

8.1 Because of the large number of underage students on campus, the University of Mary has adopted a policy prohibiting all students, to include those who have reached their 21st birthday, from possessing and/or consuming alcohol on university property or at any university event sponsored for students. Guests of University of Mary students who possess or consume alcohol on University of Mary property or at a University of Mary sponsored event will be required to leave. See Standard 8.6 for sanctions associated with a violation of this policy.

8.2 University of Mary students, including those 21 or older, are prohibited from being in the presence of alcohol on university property and/or University of Mary sponsored events for students. Guests of University of Mary students who are in the presence of alcohol on University of Mary property or at a university sponsored event will be required to leave.

Being in the presence of alcohol is defined to mean being present at an event or in a vehicle where alcohol is being consumed or where alcohol is present or being stored. This includes the instance where alcohol is found in your residence or vehicle even if you are not present. In the event alcohol is

found in a university-owned residence and it cannot be determined who is responsible for the presence of the alcohol, all residents will be held equally responsible. In instances where there is a party on campus where alcohol is being consumed, the university makes no distinction between being in the presence of alcohol (being present at the party) and either possessing or consuming alcohol while at the party. All those present will be held equally responsible. See Standard 8.6 for sanctions associated with a violation of this policy.

The exception to this policy would be those official University of Mary appreciation events where alcohol is served to friends or benefactors of the university.

- 8.3 University of Mary students (including those who are 21 or older) are prohibited from being intoxicated on University of Mary property and/or at any University of Mary sponsored event. Guests of University of Mary students who are intoxicated on University of Mary property or at a University of Mary sponsored event will be required to leave. See Standard 8.6 for sanctions associated with a violation of this policy.
- 8.4 University of Mary students and their guests are prohibited from possessing or displaying alcohol containers and objects made to look like an alcohol container (even if it does not contain alcohol) on University of Mary property or at any University of Mary sponsored event. See Standard 8.6 for sanctions associated with a violation of this policy.
- 8.5 Students who are arrested, cited, or charged for violation(s) of the law pertaining to alcohol (i.e. minor in possession, minor in consumption, driving while under the influence, etc.) subject themselves to student conduct action by the university in addition to any action taken by legal authorities. This is true whether or not the violation(s) occurred on or off campus and whether or not the authorities dismiss the citation(s) or charge(s). See Standard 8.6 for sanctions associated with a violation of this policy.
- 8.6 The following sanctions apply for students found responsible for violating Standards 8.1-8.5:
- Students found to be responsible for a first violation of Standards 8.1, 8.2, 8.3, 8.4 or 8.5 are subject to a Level 2 conduct status (at the minimum), and will be required to complete an alcohol education program within a specified time limit and be required to perform community service as determined by the student conduct officer. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to require additional sanctions if circumstances warrant.

Additional sanctions may include but are not limited to counseling or a mandatory evaluation by a licensed addiction counselor who must be approved by the University of Mary student counselor. In the case of a mandated evaluation, the student will be required to provide written proof from the licensed addiction counselor to the director of student life that all recommendations made in the evaluation have been completed. Fees for all mandated evaluations, educational programs and/or counseling are the responsibility of the student.

- Students found responsible for a second or third violation of Standards 8.1, 8.2, 8.3, 8.4, or 8.5 are subject to a Level 3 conduct status (at the minimum), community service as determined by the conduct officer and a mandatory alcohol evaluation by a licensed addiction counselor who must be one who is on an approved list maintained by the University of Mary student counselor. The student will be required to provide written proof from the licensed addiction counselor to the conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.
 - Students responsible for four or more violations of Standards 8.1, 8.2, 8.3, 8.4 or 8.5 are subject to a Level 5 conduct status and mandatory counseling or treatment as determined by the University of Mary student counselor in consultation with a licensed addiction counselor of the university's choosing. All fees associated with any mandatory counseling or treatment shall be the responsibility of the student. The student is also subject to either suspension or expulsion. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.
- 8.7 Students who have reached their 21st birthday are prohibited from encouraging minors to consume products containing alcohol on or off campus. This includes a prohibition against furnishing alcohol to minors, hosting or sponsoring a social gathering where minors consume alcohol and/or promoting or selling admission to an event where alcohol is served to minors. The student's parents or legal guardians

may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]) (Level 4).

- 8.8 University of Mary students are prohibited from binge drinking. Binge drinking is defined as drinking five or more servings of alcohol within a twenty-four hour period. Students who violate this policy will be required to undergo a mandatory alcohol evaluation by a licensed addiction counselor who must be approved by the University of Mary student counselor. The student will be required to provide written proof from the licensed addiction counselor to the conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 3).
- 8.9 University of Mary students are prohibited from disseminating information about, selling admission to or selling products that will enable the buyer to be admitted to an event where binge drinking or illegal consumption of alcohol by University of Mary students is permitted or encouraged. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 4).

Standard 9: Students are Responsible to Comply with the University's Substance Abuse Policies

University of Mary students are prohibited from the use, possession, manufacture, distribution and/or sales of any illegal substances or paraphernalia, whether on or off campus. Furthermore, as stated in Community Standard 2.3, any legal or criminal violation by a student, on or off campus, is a violation of the Community Standards for Students. This includes any illegal activity related to illegal drugs, substances and/or paraphernalia. The university reserves the right to sanction students for such violations and make sanctioning decisions independent from the decisions of the court system. Furthermore, all students, regardless of residency or the location of where the violation took place, are held to this standard. University of Mary students who violate the university's substance abuse policies are subject to conduct action as indicated for each specific violation and, in addition, may be required to be evaluated for substance abuse by a licensed addiction counselor (from an approved list of licensed addiction counselors maintained by the University of Mary Student

Counselor). The student mandated to complete such an evaluation shall be responsible to comply with any recommendation resulting from the evaluation. S/he will also be responsible to provide for the necessary release of information to make it possible for the substance abuse counselor to provide the university's student conduct officials with a copy of the evaluation and resulting recommendations by a stated deadline or risk additional sanctions. Fees for the evaluation and any subsequent recommendations which may include educational programs and/or counseling are the responsibility of the student. The student's parents or legal guardians may be notified of the violation consistent with the regulations stipulated in the Family Educational Rights and Privacy Act (FERPA).

- 9.1 Students are prohibited from possessing and/or storing any illegal drug, substance or paraphernalia. Possession is defined to mean having illegal drugs, substances or paraphernalia on one's person, concealed within any personal property, in a vehicle located on university property or hidden within university property. Students who are found to be responsible for a first violation of this policy will be subject to a Level 4 student conduct status, a \$150 mandatory fine and a mandatory evaluation for substance abuse as described under Standard 9. Students who violate this policy a second time will automatically advance to a Level 5 student conduct status and be subject to a mandatory fine in the amount of \$250. At Level 5, the student is subject to a student conduct hearing before the vice president for student development where s/he may face additional sanctions up to suspension or expulsion.
- 9.2 Students are prohibited from using or being under the influence of any drug or substance that is illegal or used in an illegal manner. Students who violate this policy are subject to a Level 4 student conduct status, a mandatory \$150 fine and a mandatory evaluation for substance abuse as described under Standard 9. Students who violate this policy a second time will automatically advance to a Level 5 student conduct status and be subject to a mandatory fine in the amount of \$250. At Level 5, the student is subject to a student conduct hearing before the vice president for student development where s/he may face additional sanctions up to suspension or expulsion.
- 9.3 Students are prohibited from being in the presence of any illegal substance. Being in the presence of an illegal substance includes being present while other individuals are using illegal drugs or substances and/or being present when another person has illegal drugs or substances in his or her possession. Students who violate this policy are subject to a Level 3 Student Conduct Status as well as any other sanctions deemed appropriate by the student conduct officer.

- 9.4 Students are prohibited from manufacturing, selling or otherwise distributing any illegal drug, substance or paraphernalia. Students who violate this policy are subject to a mandatory \$250 fine and a Level 5 student conduct status. At Level 5, the student is subject to a student conduct hearing before the vice president for student development where s/he may face additional sanctions up to suspension or expulsion (Level 5).

Standard 10: Students are Responsible to Comply with the University's Policies on Weapons (this policy includes Ammunition, Explosive Devices and Fireworks)

The University of Mary prohibits students from the use, possession, display or storage of any weapons, ammunition, explosive device or fireworks on university property or at university events. The University of Mary's policies with respect to all of the above are included in the University of Mary Weapons Policy which may be found in electronic form by clicking on the "General University Policies" link found on my.umary.edu.

- 10.1 Students who possess or store any type of weapon or ammunition on university property or in any vehicle located on university property in violation of the university's policy shall be subject to student conduct action (Level 4).
- 10.2 Students responsible for or participating in the detonation of fireworks or explosives inside a campus building or in a manner so as to endanger others, cause fear, damage property or disrupt a university event or activities of others shall be subject to student conduct action (Level 5).
- 10.3 Students responsible for detonating or participating in the detonation of fireworks in a manner other than that described in 10.2 and those responsible for storing fireworks or explosives contrary to university policy shall be subject to student conduct action (First Offense Level 3; Second Offense Level 4).

Standard 11: Students are Responsible to Comply with the University's Policies Regarding Hazardous Materials

The University of Mary prohibits students from the use or possession of any hazardous material except as required for the curriculum of a course and then only under the supervision of the course instructor. For the purposes of this policy, hazardous materials include any flammable material as well as any chemical or biological agent that endangers the health and safety of the community.

- 11.1 Students responsible for using, possessing or storing any type of flammable or hazardous material as prohibited by this policy are subject to student conduct action (Level 4).

Standard 12: Students are Responsible to Comply with All University Fire Safety Regulations (Fire Alarms, Fire Extinguishers, Candles, Incense, and Sweet Grass)

All students are responsible to comply with the following procedures and policies that have been established to reduce the risk of fire and to protect lives.

- 12.1 It is the responsibility of the students to immediately evacuate any campus building (including all residence halls) when a fire alarm sounds. If the alarm has been activated because of a fire, the building can quickly fill with smoke. Individuals who delay exiting the building put their life in jeopardy as well as the lives of those who must attempt to rescue them in the event of a fire. Students who live in a residence hall should follow the evacuation plan established for their hall and meet at the pre-determined location so emergency workers can be sure that all residents have been evacuated. For this reason it is a violation of the Community Standards to fail to evacuate a campus building when a fire alarm sounds. Violators are subject to conduct action which will include a minimum fine of \$50 (this will increase by \$50 for each subsequent violation) (Level 2).
- 12.2 Discharging a fire extinguisher when there is not a fire is a malicious act that is illegal because it endangers the life of others and it causes costly damage. For these reasons, discharging a fire extinguisher is considered a serious violation of the Community Standards. Violators will be reported to law enforcement officials for possible prosecution and are subject to student conduct action including a mandatory fine in the amount of \$150 in addition to any additional costs incurred by the university (Level 4).
- 12.3 Activating a fire alarm when there is not an emergency is a malicious act that is illegal (in North Dakota it is a felony) that endangers the life of others because it causes people to question whether or not a real emergency exists when a fire alarm sounds. Violators will be reported to law enforcement officials for possible prosecution and will also be subject to student conduct action which will include a mandatory fine in the amount of \$150 (Level 4).
- 12.4 Tampering with or disabling any fire safety device (including, but not limited to, fire alarms, heat and smoke detectors) is a malicious act that is illegal and endangers the life of others. If a device is malfunctioning, the student is responsible to make an immediate report to university officials. Violators will be reported to law enforcement officials for possible prosecution and will be subject to student conduct action which will include making restitution for any damage caused and a mandatory fine of \$150 (Level 4).

- 12.5 The number one cause of fires in residence halls is unattended burning candles. Students are prohibited from possessing any candle that can support an open flame. Candles that have been manufactured or altered (by cutting or removing the wick) so they do not support a flame are permitted (Level 1).
- 12.6 Students are prohibited from burning incense, tobacco, sweet grass, sage or any other combustible material in any campus building without prior authorization from the appropriate university official. This prohibition specifically applies to all campus residences. In the case of all campus residences, the appropriate university official is the director of student life. In classrooms, it is the instructor. Students who burn candles, incense, sweet grass or sage as part of religious practices are encouraged to discuss their needs with the director of campus ministry who is authorized to supervise use of incense, sweet grass, sage, etc. for religious purposes in an appropriate location (Level 2).
- 12.7 Students are prohibited from starting any type of fire on university property without prior approval from the director of student life (Level 3).
- 12.8 Outdoor barbequing is permitted in barbeque grills unless government officials issue a fire ban due to fire danger during dry conditions. Students who use barbeque grills are responsible to ensure: the grill is attended at all times when in use; the grill is properly extinguished when done and that the area is properly cleaned. Students are prohibited from storing propane and lighter fluid in campus residences (Level 2).

Standard 13: First and Second-Year Students Are Responsible to Live On-Campus

Living on-campus is a once-in-a-lifetime opportunity for students to live in and be a part of a Benedictine student community. U-Mary alumni often say that by living on campus, they had the opportunity to make life-long friends, they enjoyed the informal conversations (at meal time and late at night in the residence hall) and they became involved in a variety of campus activities. This is consistent with research at colleges and universities across the country that indicates on-campus students are significantly more likely than their off-campus peers, to succeed academically, to be involved in campus activities, to graduate, and to feel positive about their college experience.

For these reasons, the University of Mary (like most private and many public colleges and universities) has a policy requiring students to live on-campus. The university's policy is intended to require all traditionally-aged students to live on-campus for their entire first and second academic year. The University of Mary policy is as follows:

Any student under the age of 21, who on the day classes begin has not completed a minimum of 60 credits from

an accredited college or university, is required to live on-campus for the entire semester. Any exception to this policy must be approved in advance by the vice president for student development. Approval is normally limited only to the following circumstances:

- a) For the entire period in question, the student will continue to live in the primary family home with his/her parents or court-appointed legal guardian(s) and the street address of the home is no more than 60 miles from the University of Mary main campus.
- b) The student will reach his/her 21st birthday during the semester in question.
- c) The student has already lived on-campus for two complete academic years (four semesters) at the University of Mary or at another accredited college or university.
- d) The student is married. Students with plans to marry during the time they are required to live on campus will be required to live on-campus up to the date of the wedding.
- e) The student is the legal custodial parent or court-appointed custodial guardian of a minor child or children.
- f) The student is registered with the Office of Student Accessibility Services with a documented disability, and is able to provide appropriate documentation to verify the need for a reasonable accommodation in the student residence facility the university is not able to provide.

Requests for approval to live off-campus from students bound by this policy, must be submitted using the appropriate form (available from in the Student Development Office located in Room 1209 of the Benedictine Center for Servant Leadership). **The deadline to submit requests for approval to live off campus is 30 days prior to the first day of classes of the semester in question.** The university reserves the right to consider each request on a case-by-case basis and require any documentation deemed necessary to verify the information submitted with the request. As part of the approval process, a legally recognized parent or court-appointed legal guardian must sign the request.

The student is advised not to enter into any lease or rental agreement before the university makes its determination with regard to the student's request. The determination made by the vice president for student development with regard to all requests is final.

The student who receives approval to live off-campus as a first-year student must renew his/her approval for the sophomore year by submitting a new request. The renewal must be completed prior to the time the student registers for his/her sophomore classes. If renewal is not complete, the student will be subject to a hold that will prevent the student from being able to register for classes.

13.1 Any student required to live on campus who submits a request for approval to live off campus using false pretenses shall be subject to the following sanctions and penalties:

- a) The student's request for approval to live off campus shall be denied and the student shall forfeit his/her eligibility to submit any further requests for approval to live off campus.
- b) The student shall be subject to a \$250 fine, a Level 4 Student Conduct Status and be ineligible to participate in extra-curricular activities for a minimum of six weeks.

13.2 Any student who obtains approval from the university to live off-campus under false pretenses and/or whose living arrangements are discovered to be other than those approved by the university shall be subject to the following sanctions and penalties:

- a) The student's approval to live off campus shall be immediately rescinded and the student shall be immediately suspended from the university until such time as the student comes into full compliance with the university's policy.
- b) The student shall be ineligible to submit any further requests for approval to live off campus.
- c) The student shall be subject to a fine in the amount of \$2,000 for each semester the student was out of compliance with the university's policy (if the student was out of compliance for less than a semester, the amount of the fine will be determined by prorating the \$2,000 fine to the number of days the student was out of compliance).
- d) The violation shall be a minimum Level 4 violation and the student shall be ineligible to participate in extra-curricular activities for a minimum of six weeks.

Standard 14: Students are Responsible to Comply with Residence Life Policies

The University of Mary Residence Life program is a co-curricular student development program that is an integral part of the university's educational and religious mission. The purpose of the program is to facilitate development of character and leadership skills of residents while teaching the students about the balance between personal freedom and responsibility to community. This is accomplished by encouraging students placed in the program to take part in forming a residential community where personal behaviors consistent with Christian/Catholic moral principles, virtues and the Benedictine values are encouraged through activities and policies.

The policies contained in this section have special applicability to on-campus student residences. They are applicable to residents as well as to all visitors. Policies contained in the other sections of the Community Standards for Students also apply to all residents and visitors. Residents are also responsible for all terms and conditions stipulated in the Residence Life Agreement they have signed with the university. Any violation of the Residence Life Agreement is considered a violation of the University of Mary Community Standards for Students. Violators are subject to student conduct action as stipulated.

The Residence Life Staff

The residence life staff is here to serve on-campus students and provide a positive residential environment based upon a Benedictine model of community. The residence life staff assists residents with needs and concerns. They are authorized by the university to enforce policies in the residence halls and elsewhere on the campus. The residence life staff includes:

- **Resident Assistants (RAs)** – are student leaders employed by the university who live in the residence halls among the students they serve. RAs sponsor a variety of programs and activities to help student residents meet one another, form a sense of community and provide a variety of programs on topics important to students. RAs answer student questions and help students connect with the appropriate university offices and services. RAs are also authorized to document policy violations for referral to the professional members of the student life staff.
- **Resident Directors (RDs)** – are professional level staff residing in the residence halls. The RDs provide leadership for the residence life program within the residence hall and they are responsible for the overall supervision of their hall. Under the supervision of the director of student life, RDs have authority to establish policies specific to the circumstances in their hall, provided no such policy conflicts with the university's established policies. RDs work together as a team to provide supervision of all residence halls according to a duty and on-call schedule. Therefore, all RDs have authority to enforce university policies in any residence hall and anywhere on campus. RDs also assist the conduct officers in the administration of student conduct process.
- **Director and Assistant Director of Student Life** – are responsible for providing leadership for the university's residence life program. Together they provide supervision for all student residence facilities, supervise the RDs and the RA program. They manage the sign-up process for student housing, make room and roommate assignments, supervise the check-in and check-out process.
- **Student Development Office** – the office staff in the Student Development Office work closely with the director and assistant director of student life to process student life applications for on-campus housing, room and roommate assignments, meal

plans, housing deposits and all charges associated with the residence halls.

Eligibility for the University of Mary Residence Life Program

General Eligibility Requirements: The university reserves the right to limit placement in its residence life program to those students who meet its eligibility requirements whether set forth in the University of Mary Student Handbook or the Residence Life Agreement. The university also reserves the right to review the status of any student placed in the program who fails to maintain any eligibility requirements while a student resident. In such a case, the review will be conducted by the university's director of student life who has authority to reassign the student to another residence facility of the university's choosing; suspend the student from on-campus housing; immediately and permanently remove the student and the student's possessions from on-campus housing; or impose other appropriate terms or conditions for continued residence.

To be eligible for placement into the University of Mary Residence Life program during the academic year, the student must be a full-time student enrolled in a traditional undergraduate or graduate program at the main campus. For the purposes of this policy, full-time status shall mean enrolled in a minimum of 12 semester credits at the university. Any student who drops below full-time status during the course of a semester must receive the permission of the director of student life to be eligible to continue to live on campus for the remainder of the semester. Any exception to this policy must be approved by the director of student life. Any student who has a criminal history must make full disclosure to the university at the time of application. The university reserves the right to require the student to undergo a criminal background check as a condition of placement at any time. The university reserves the right to refuse placement to or remove any student when it has reasonable cause to believe the student is dangerous or otherwise unsuitable for its residence life program.

Special Eligibility Requirements for the Student Who is Not Required to Live on Campus: Any student not required to live on campus by the university must meet all the general eligibility requirements and be at a student conduct level at or below Level 3 (or if greater than Level 3, the student must have permission for placement in the Residence Life Program from the vice president for student development).

Special Eligibility Requirements for Placement in Deichert Hall or Boyle Hall: To be eligible for placement in Deichert Hall or Boyle Hall, the student must meet all the general eligibility requirements and also must: 1) have successfully completed a minimum of 24 credits at an accredited college or university and 2) maintain a minimum GPA of 2.0 or higher and 3) maintain a student conduct level at or below a Level 3. Any student who fails to maintain the required

GPA or student conduct level is subject to mandatory reassignment to another facility.

Special Eligibility Requirements for Placement in Saint Joseph's Hall and Saint Scholastica Hall: To be eligible for placement in Saint Joseph's Hall or Saint Scholastica Hall, the student must meet all the general eligibility requirements and also must: 1) have successfully completed 24 semester credits at an accredited college or university and 2) maintain full-time enrollment at the University of Mary and 3) maintain a minimum 2.5 GPA and 4) maintain a student conduct status at or below Level 2 and 5) must apply and be able to demonstrate, through a written and/or interview application process, a sincere desire to grow in faith and holiness according to the goals for these programs.

Special Eligibility Requirements for Placement in a Substance Free Room or Suite: To accommodate students who have committed themselves to a substance free lifestyle, the university offers these students the option of requesting a student residence (room or suite) where the other student residents have made the same commitment. To be eligible for placement in a substance free room or suite, the student must meet all the general eligibility requirements and must agree to abstain from alcohol, tobacco and illegal drug use, both on- and off-campus, for the entire time s/he resides in the substance free room or suite. Any student placed in such a room or suite that fails to keep his/her commitment to remain substance free is subject to mandatory reassignment to another student residence of the university's choosing.

Application for On-campus Student Housing

New Students: The Admissions office furnishes all new students with on-campus student housing applications at the time of their acceptance to the university.

Currently Enrolled Students: Each year, housing sign-ups for currently enrolled students takes place early in the spring semester under the supervision of the assistant director of student life. The process begins with informational sessions where participants receive information about deadlines, eligibility, and sign-up procedures.

Housing Deposit: A \$100 housing deposit is payable at the time of application. Applications received without the required deposit will not be processed.

Residence Life Placements

The University of Mary reserves the right to make all decisions with regard to student placement in its Residence Life Program. This includes placement of a student in a specific residence hall, room or suite as well as all roommate and suitemate assignments. The following policies shall apply:

1. In the event of a shortage of on-campus student housing, the university gives priority for placement to students who are required to live on-campus according to the policy described in Standard 13. Applicants who are not placed will receive notification in ample time to make arrangement for off-campus housing.
2. Students who request placement for the entire academic year are placed and assigned roommates/suitemates before students who request placement for a single semester.
3. As part of the University of Mary's first-year experience program, whenever possible, first-year students are assigned to live together in designated areas where staff is available to assist students with the adjustment process during the first year. In addition, freshmen are not eligible for placement in a single room unless the student has been approved by the Student Accessibility Services Office for such an accommodation due to a documented disability or disabling condition. Transfer students are generally assigned to room with returning students.
4. The university will consider roommate and suitemate preferences that are mutually expressed by all involved. However, the university reserves the right to make the final determination on all room, suite, roommate and suitemate assignments based on what it believes is in the best interests of all involved.

Occupancy of a Student Residence

The university designates the official occupancy of each student residence and uses the official designation to determine the appropriate residence life charges for each student living there. The official occupancy of a room or suite does not change when the number of students living in the residence changes during the course of the year. In other words, a double room does not become a single room when a student moves out; it remains a double room. The university has a limited number of rooms designated as single rooms in North Hall and in Boniface Hall. Single rooms are available in Saint Joseph and Saint Scholastica provided a student meets the eligibility requirements. The only rooms designated to be single rooms in Hillside and Greg Butler Hall are those rooms equipped for a student with physical disabilities. In Boyle and Deichert Hall, each suite contains 3 sleeping rooms and the student has the option of requesting single or double occupancy of his/her sleeping room with charges to be determined according to the University of Mary Fee Schedule. The university reserves the right to approve such requests in Boyle and Deichert Hall based on its ability to meet the overall demand for placement in its Residence Life Program.

Policy on Vacancies in Student Residences

When a vacancy exists in a student residence, the university reserves the right to assign another student to fill the vacancy. The student(s) who remain in a student residence with a vacancy are responsible to practice the Benedictine value of hospitality by maintaining the vacated space in move-in condition in anticipation of the arrival of another student. There is no right on the part of the remaining student(s) to refuse to accept a new resident.

- 14.1 Any student who is unwilling to welcome a new student to fill a vacancy in a student residence is subject to any or all of the following: a) suspension

from the Residence Life Program; b) mandatory relocation to another on-campus student residence of the university's choosing; c) being assessed the full amount of the residence life fees for that room or suite based on the university's official occupancy designation (e.g. if the room is designated as a double occupancy room, the student will be assessed the full cost of two students living in a double occupancy room, not the single occupancy room rate) and d) student conduct action (Level 4).

University of Mary Residence Life Consolidation Process

In order to manage vacancies in the residence halls in the most efficient manner possible, the assistant director of student life shall consolidate placements and assignments in student residences where vacancies exist at midterm of each semester and also at the start of the second or spring semester. During this process, students living in a room or suite where a vacancy exists will be required to exercise one of the following options:

- Invite another student or other students from other under-occupied student residences to move in.
- Relocate to another room or suite with a vacancy.
- Request a move to a room officially designated as a single room (dependent upon eligibility and availability).
- Request to remain in the student residence with the existing vacancies for the remainder of the semester by agreeing to pay a residence life fee equal in amount to what the university would collect if the room or suite was fully occupied. Approval of all such requests is dependent on availability in relation to the overall demand for placement in the University of Mary Residence Life Program.

Requests to Change Rooms or Roommate/Suitemate Assignments

For a variety of reasons, the student may wish to be voluntarily assigned to another room. At the beginning of the fall semester, the university will not generally process such requests until after the second week of the semester because the priority during this time is to concentrate on making sure that everyone who has been accepted for placement in the residence life program is assigned.

Consistent with the Benedictine value of respect, the university will not consider requests to simply move a roommate or suitemate out of a student residence to make space available for another student. The general principle involved is no one has the right to pressure another individual into agreeing to such a move, nor does anyone have the right to make another individual feel unwelcome. Instead, the student who wants a change is the student who should ask to be moved out of the student residence.

Requests to Remove a Roommate or Suitemate from a Residence

Circumstances when it is appropriate to ask the university to remove a roommate or a suitemate from a student resi-

dence include those instances where a student engages in activity that is illegal, that endangers the safety or well-being of others, that violates the terms of the agreement to remain substance free in a room or suite designated as substance free, or that otherwise blatantly disregards the university's policies and/or rights of the other student residents. In such circumstances, the other residents of the room or suite have a right to report such information for the university to investigate. Such a report will be handled with as much confidentiality and sensitivity as possible and those who make the report have protection under the university's anti-retaliation policy. If the information provided in the report is confirmed by the university's investigation of the matter, then the other students living in the residence have the right to ask for the student to be removed from the student residence.

The Residence Life Agreement

Each student offered placement in the university's Residence Life Program must sign a legally binding Residence Life Agreement with the university before occupying the student residence. By signing the agreement, the student agrees to strictly abide by all the terms and conditions contained therein. The Residence Life Agreement creates a privilege for students placed in the Residence Life Program to use the university's on-campus residential housing, subject to the conditions of the agreement and according to university regulations. It is a license to participate in the Residence Life Program and is not a lease for housing between a landlord and a tenant.

Early Termination of the Residence Life Agreement

As stipulated in the Residence Life Agreement, substantial penalties apply if the student wishes to terminate the Residence Life Agreement before the full term of the agreement expires.

- 14.2 Any violation of the Residence Life Agreement by the student is considered a violation of the University of Mary Community Standards for Students. Violators are subject to student conduct action. The conduct level is determined by the director of student life as is appropriate to the circumstances.

Dates the Residence Halls Are Open

The student is advised to refer to his/her Residence Life Agreement for specific information about the dates s/he is eligible to reside in his/her student residence.

- *At the start of the year, and at the start of the spring semester:* As stipulated in the Residence Life Agreement, each student is responsible to strictly abide by the check-in times established for him/her. Students who are required to return to campus early because of participation in a required activity such as sports, campus ministry, ambassadors, etc will have check-in times for their group or team. Information about all check-in times will be posted on my.umary.edu and will be available at the Student Development Office. Each student is responsible to access this information and comply with the established dates. The university assumes

no responsibility to provide accommodations for a student who arrives on campus in advance of the student's scheduled check-in time unless the student has made prior arrangements with the director or assistant director of student life for an early arrival. Requests for early arrival must be submitted to the director or assistant director of student life at least one week in advance and will be considered on a case-by-case basis. A late request fee of \$100 shall apply to any request submitted with less than one week notice. Generally, requests for early arrival are approved only if there is valid rationale. If a request is approved, the student will be responsible for a daily residence life fee as indicated on the University of Mary Schedule of Fees.

- *The Christmas Break:* Under the terms of the Residence Life Agreement, on-campus housing is not provided to the students living in the residence halls during the break between semesters and all students are required to check out of their residence no later than 24 hours after the last scheduled semester exam (see the Residence Life Agreement for the exact dates). Residents of Boyle and Deichert Hall may remain in the student residence over Christmas Break, provided they register in advance with their residence director. The student who has a Residence Life Agreement for the entire academic year may, however, leave his/her personal belongings in the student residence during the Christmas Break period. Students who are required to return to campus early during the Christmas Break because of participation in a university sponsored activity will be provided a specific check-in time. The university reserves the right to provide accommodations to these students in the facility of its choosing.

Students who need accommodations over the Christmas Break (stay late, arrive early) may apply for the university's Christmas Break Interim Housing Program. The deadline to apply is one week before the last day of semester exams (see the Residence Life Agreement for the exact date). After the deadline has passed, a late application fee of \$50 will apply. The university reserves the right to consider all such requests on a case-by-case basis. Students accepted in the Christmas Break Interim Housing Program will be charged a daily Residence Life Fee for each day accommodations are provided as indicated on the University of Mary Schedule of Fees. Payment is due in advance. Accommodations provided will be located in a facility of the university's choosing. The student who otherwise stays in his/her student residence without approval will be subject to a penalty of \$250 in addition to the daily Residence Life Fee for each day stayed.

- *Vacating the Student's On-Campus Residence:* At the close of the academic year (or when a student

graduates or otherwise discontinues enrollment) the student must vacate his/her on-campus residence within 24 hours of the student's last semester exam or in the case of discontinuing enrollment, at the time the enrollment is terminated. Students who request on-campus housing beyond the date for which they are eligible to stay must submit a request to the director or assistant director of student life at least one week in advance. Requests submitted with less than one week notice are subject to a \$100 late request fee. All such requests will be considered on a case-by case basis and are approved only with valid rationale. A daily Residence Life Fee as published on the University of Mary Schedule of Fees will apply for each day accommodations are provided.

- *Storage of a Student's Personal Property:* The university does not provide storage for the student's personal belongings in advance of the student's scheduled check-in date or after a student has vacated his/her student residence. Commercial storage facilities are available for this purpose. The university assumes no responsibility for a student's personal belongings that are stored or left behind on campus. Any property belonging to a student on university property will be considered abandoned property by the university and will be disposed of accordingly.

Procedures for Checking Into On-Campus Student Residences

Stipulated in the Residence Life Agreement with the university are procedures students must follow for checking into the on-campus student residence before occupying it. This is true even if other student residents of the unit have already checked in and are able to provide access to the residence. The proper procedure for check-in includes meeting with a member of the residence life staff at a pre-arranged time, completing a condition report for the room and/or suite, and taking possession of keys.

- 14.3 Students who do not follow proper check-in procedures as described in the Residence Life Agreement are subject to an improper check-in fee of \$50.

Procedures for Checking Out of On-Campus Student Residences

Stipulated in the Residence Life Agreement with the university are procedures students must follow for checking out of the on-campus student residences. In advance of moving out of the on-campus residence, the student is responsible to arrange a check out appointment with a member of the residence life staff or by contacting the Student Development Office at 355-8265.

- 14.4 Students who do not follow proper check out procedures as described in the Residence Life Agreement are subject to an improper checkout fee of \$50.
- 14.5 Students who fail to turn in university keys issued

to them at the time of check out are subject to a \$25 key replacement fee for each key not returned. In addition, if the university determines it is necessary because of security concerns to change locks as the result of missing keys, the student shall be responsible for all associated costs.

Vacating On-Campus Student Residences in the Event of Graduation, Withdrawal, Suspension or Expulsion.

Students shall vacate their on-campus student residence according to the procedures prescribed below:

- **Graduation.** Students who graduate from the university are responsible to vacate their on-campus student residence as stipulated in the Residence Life Agreement.
- **Withdrawal.** Students who withdraw from the university are required to vacate the on-campus student residence within 24 hours of the time they withdraw. Effective immediately upon withdrawal, the student who withdraws is not eligible to be the overnight guest of other students residing on-campus.
- **Suspension and Expulsion.** Students who are suspended or expelled from on-campus student housing or from the university will be required to vacate their on-campus student residence at a time stipulated by university officials. Effective immediately upon suspension or expulsion, the student who is suspended or expelled is prohibited from being present in any on-campus student residence for any reason.

14.6 Students who have withdrawn from the university and those who have been suspended or expelled become ineligible to reside in on-campus housing. Former students who occupy on-campus housing without proper authorization are subject to prosecution for trespassing.

Unauthorized Occupancy

The student is prohibited from subleasing his/her student residence to any other individual and/or permitting any individual who is not specifically authorized by the director of student life to reside in the student residence.

14.7 Students who permit persons not authorized by the university to stay in a student residence are subject to a fine in the amount of \$250 plus a daily Residence Life Fee in the amount of \$35/day for each day accommodations were provided, along with student conduct action (Level 4).

Responsibility for Damages to University Property

As stipulated in the Residence Life Agreement, students who live in the university's residence halls share the responsibility of maintenance of university property. Furniture belonging to the university is not to be removed from the student residence without the permission of the director or assistant director of student life. Likewise, students are prohibited from removing university furniture or fixtures

from public areas. When university property in a residence facility is damaged or stolen, the residents living in the residence are responsible for all costs associated with repair or replacement. Residents are responsible for damage or theft caused by guests. In the event where there is evidence that students other than the residents of a facility are responsible for damage or theft, the university reserves the right to hold these students responsible for damages in addition to or instead of the residents. When responsibility for theft or damage cannot be determined, the university reserves the right to hold all residents of a room or suite equally responsible for costs associated with repair and replacement. Likewise, when responsibility for damage or theft in the common areas of a residence facility cannot be determined, the university reserves the right to hold all residents of the facility equally responsible for the costs associated with repair and replacement. Students who cause intentional damage to university property, cause damage by negligence, or steal university property are subject to student conduct action.

14.8 Any student removing university furniture or fixtures without the authorization of the director or assistant director of student life is responsible for damages and replacement costs as well as student conduct action (Level 3).

14.9 Any student who damages university property or fixtures shall be subject to student conduct action (Level 3).

Meal Plans

The Requirement for Boniface, Saint Scholastica, Greg Butler, Hillside, North, and Saint Joseph's Hall Residents to Purchase a Meal Plan

All students who reside in Boniface, Saint Scholastica, Greg Butler, Hillside, North, and Saint Joseph's Halls are required to purchase a full service meal plan from among the options offered to them by the university. For a list of options and a description of each, contact the Student Development Office. The university will select a meal plan for all students who do not indicate a choice of options by the required deadline.

Meal Service During Holidays

As indicated in the Meal Plan brochure, limited food service may be available during breaks and holiday periods. Students are responsible to check specific information included in their meal plan brochure.

Other Meal Plan Information

Information about meal plans and food service are available in the meal plan brochure at the Student Development Office and online.

Laundry Facilities

Laundry facilities in each residence hall are provided free of charge for residents of that particular hall. Students who are not current residents are not eligible to use the laundry facilities on campus.

- 14.10 Students who are not residents of an on-campus residence that use the laundry facilities in violation of this policy are subject to student conduct action (Level 2).

Maintenance in Residence Facilities

Students are responsible to keep their residence hall room or apartment clean and dispose of waste in a proper manner. Garbage should be properly bagged and tied and then disposed of in the dumpsters located near each facility. Students are expected to leave the public areas (community showers and bathrooms, laundry facilities, lounges and kitchen facilities) clean and ready for others to use. Students are responsible to provide their own cleaning supplies.

- 14.11 Residents who do not clean public areas after use are subject to student conduct action (Level 1).
- 14.12 Residents who do not dispose of garbage properly are subject to a monetary fine of \$20 for a first offense and increasing by \$20 for each subsequent offense and student conduct action (Level 1).

The university's personnel maintain the public areas of each residence facility. This includes the physical structure, mechanical and heating systems, elevators, laundry facilities, lounges and kitchenettes.

When there are maintenance problems in a residence facility requiring the attention of physical plant personnel, students are asked to exercise their judgment about the urgency of the problem. For routine, non-emergency maintenance problems, students are asked to make a report via the online work order request system which is accessible from my.umary.edu. Work order requests will then be forwarded to the appropriate maintenance personnel who will respond as soon as they are able. Requests that are made after business hours will be handled on the next business day. Examples of routine, non-emergency work order requests include such things as a light bulb that needs to be replaced, a washer or dryer that is not operating, cable TV is not operating, computer access is lost, something that needs to be cleaned, etc.

Some maintenance problems are urgent and residents should immediately report this type of problem to either director of physical plant at extension #8123 (during business hours) or to a member of the residence life staff in the facility. After hours and on weekends, residents should report emergency maintenance problems to a member of the residence life staff at any time of the day or night. Examples of emergency maintenance needs that should be reported immediately include: any problem that endangers public safety, any problem that if not addressed immediately has the potential to cause damage to the building or its furnishings: water leaks, no heat, no electricity, someone trapped in an elevator, etc.

Insurance

Residents should be advised that the University of Mary's insurance carrier does not cover losses of personal property suffered by residents. For this reason, all residents are advised to carry an

insurance policy for their personal property. Many students may have coverage under their parents' homeowners' policy.

Security and Safety

Students are advised to be familiar with the University of Mary Campus Security Report, which contains detailed information about security policies and practices at the University of Mary. The report is available on-line or hard copies are available upon request from the Campus Safety and Security Office.

Officers from the Burleigh County Sheriff's Office (the law enforcement agency with jurisdiction over the University of Mary campus) are welcome on University of Mary property and in any residence hall facility while discharging their official duties. All students are responsible to treat them in a respectful and cooperative manner. Law enforcement officials may be asked by the university to assist with security and safety concerns and law enforcement issues.

Likewise, security officers employed with or hired by the university are also authorized to be present on the campus and may enter any student residence hall facility as a part of carrying out their assigned duties. All students are responsible to treat them in a respectful and cooperative manner. Security personnel may assist residence life staff with security and safety concerns and/or policy enforcement issues. If the residence life staff is not available, security officers may enforce any university policy and report any form of misconduct for student conduct action.

- 14.13 Students who prop open a door to a residence hall, or prevent it from closing and/or locking, are subject to student conduct action (Level 2).
- 14.14 Residents are prohibited from allowing any individual who is unknown to them to enter a residence facility (Level 2).

The Protocol for Resolving Roommate Conflicts and Requesting Reassignment to Another Residence

The university encourages all students to be an active and attentive roommate and to take responsibility for his/her housing placement. The university strives to create healthy roommate matches, based off the Roommate Finder Form, and to assist residents in maintaining a healthy living environment for all parties involved.

The University of Mary encourages students who experience conflicts with one another to engage in a mutually respectful process of conflict resolution. Students are advised that at the start of the fall semester the university gives priority to assigning new students to on-campus student housing. For this reason, there is a two-week hold on processing requests for making changes in room, suite, and roommate and suitemate assignments. Thereafter, requests for changes will be considered as vacancies allow.

Student residents of a room or suite are responsible to minimize the probability of conflict arising by: a) practicing the Benedictine values of respect for persons, hospitality, moderation, community, service and prayer and b)

completing a roommate/suitemate agreement. The roommate/suitemate agreement is a tool designed to facilitate constructive communication between residents regarding differences in personal preferences. It is the responsibility of the students to proactively complete a roommate agreement. If students need assistance in reaching an agreement, they are responsible to contact a resident assistant or residence director. In the case where other residents of the suite refuse to participate in completing the agreement, the student should notify the residence director.

In the case where conflict arises the following process will be used to resolve conflict:

Step One: The student is responsible to respectfully discuss the conflict with those involved with the goal of finding a successful resolution. Students are advised to discuss the situation with those involved at a time when all are more likely to remain calm. This is a time where it will be helpful for the students involved to refer back to the roommate/suitemate agreements. If the students are not able to resolve the conflict, the student should then notify the residence director.

Step Two: The residence director will meet with all students involved for the purpose of understanding the conflict. The roommate/suitemate agreement will be used in this process. To the extent possible, the residence director will mediate the conflict in hopes of finding a successful resolution. Among the options considered at this level will be voluntary reassignment of one or more students to another on-campus residence of the university's choosing. In the case where a successful resolution is not found, the residence director will notify the assistant director of student life.

Step Three: In cases where the conflict continues to arise despite intervention from professional, live-in staff, the director or assistant director of student life will determine a resolution to the conflict that will be binding for all students involved. Among the options considered at this level will be voluntary or mandatory reassignment of one or more students to another on-campus residence of the university's choosing.

Policy on Entry into On-Campus Student Residences

The university reserves the right to enter the student's on-campus residence regardless of whether the student is present in the following circumstances: 1) at any time when the health, life or property is jeopardized by circumstances such as but not limited to fire, plumbing or drainage problems, mechanical failure, medical emergency, or any other type of emergency situation; 2) at any time when there is reasonable cause to believe that a serious violation of university policy has occurred or is occurring, including but not limited to violations involving disruptive behavior, violations of visitation hours, inappropriate behavior, alcohol, drugs, weapons, hazardous materials and burning candles or incense; 3) at reasonable times to inspect the premises for routine maintenance and safety concerns, to show vacancies to prospective students, to make preparations for the arrival of a new resident, or to make repairs to the premise or for any other legitimate purpose within the job responsibilities

of the staff; 4) at any time if as a result of violations of university policy, on the part of residents, the director or assistant director of student life has stipulated future random inspections of the residence as part of the sanctioning process. In non-emergency situations, university personnel will knock before entering and announce intent to enter.

Search of On-Campus Student Residences

The university reserves the right to conduct administrative searches of student residences and all property contained in them when: a) there is a danger to the life or safety of any member of the university community; b) when facilities or property is endangered; and c) when there is reasonable cause to believe there has been a violation of university policy.

The university also reserves the right to inform law enforcement officials of an administrative search and anything illegal that is discovered during the search.

Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant according to State and Federal laws. It is the policy of the university to not interfere with any investigation or search conducted by law enforcement officials. The university reserves the right to pursue independent student conduct action against any student determined to be involved in illegal activity or activity contrary to university policy as a result of a search by law enforcement officials.

14.15 In the event where local, state or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is the policy of the university to not interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.

14.16 In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy, an administrative search of the student's on-campus residence, property in the residence and all other property of the student found on campus may be authorized by the vice president for student development, vice president for financial affairs, director of student life, assistant director of student life, residence director or director of physical plant. At least two university staff members, which may include resident assistants, will be present during the administrative search. The university reserves the right to request the presence of a law enforcement officer during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to university policy. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized

the search and it shall include an itemized list of all materials confiscated during the search.

14.17 In the case where a violation of university policy has occurred in plain view or is known to a university official or a member of the residence life staff, the university official or residence life staff member is authorized to immediately enter the student residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the persons responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door; instances where inappropriate behavior is observed through a window and when noise is heard from a residence indicating that inappropriate activity is occurring in the residence.

14.18 In the case where a student has been found to be responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs, the student conduct officer may authorize future unannounced searches of the student's on-campus residence, locker, vehicle or personal property. The search process shall otherwise be identical to that described in Standard 14.16.

Scheduled Inspections

For the purposes of maintenance, safety and security inspections of student rooms and apartments are conducted at various times during the academic year and at the beginning of vacation periods. Notices of these inspections will be posted on the door to each dwelling in advance. Staff members doing the inspections will knock before entering a residence and announce their intention to enter if no one responds before entering. When staff members enter a dwelling where none of the residents are present, there will always be at least two staff members present which may include resident assistants. During these inspections, the dwelling will be checked for maintenance and safety concerns. The staff is authorized to turn off any appliances and confiscate any prohibited appliances or equipment that pose a danger to safety. Staff is also authorized to confiscate any alcohol or illegal substances and cite residents for any policy violations. A receipt will be left informing residents of the time and date of the inspection as well as information about any confiscated items or policy violations.

Maintenance Requests

Members of the maintenance staff are authorized to enter student residences to complete maintenance requests made by students. It may also be necessary for members of the physical plant staff or private contractors to enter student residences for various maintenance or installation projects. To the extent possible, residence life staff will notify students when projects are in progress. All persons who enter student residences in this manner are required to knock on the residence door and announce their intention to enter before letting themselves in the room or apartment residence.

Medical Emergencies

If anyone experiences a medical emergency while in a residence hall, emergency personnel should be notified immediately by calling 911. Once emergency authorities are notified, the University of Mary Safety and Security Office should also be notified by calling the Security cell phone at 701-471-6070 (24 hours/day).

Student Illnesses in the Residence Hall

When a student living in a residence hall becomes ill, the student should go to or call the University of Mary Student Health Clinic (701-355-8288). Clinic hours are Monday – Thursday (9 AM to 4 PM) and Friday (8:30 AM to NOON). If the student becomes ill outside of the clinic hours, the student should go to the Mid Dakota After-Hours Clinic or the St. Alexius Medical Center Emergency Room. If the student needs assistance, after hours s/he should contact the Residence Director who is on-call at 701-425-5242 (24 hours/day).

If a student is sick with influenza or another contagious illness, the Student Health Clinic will work with the Director of Student Life to determine a location where the student can be isolated until s/he is no longer contagious. In addition, the student's residence director is able to make arrangements with Dining Services to have meals delivered to students in their student residence when a student is not able to go to the dining halls.

Open House Hours and Overnight Guests in Student Residences

The University of Mary's open house policy is based on the Benedictine values of hospitality, respect for persons, community and moderation.

"All guests who present themselves are to be welcomed as Christ, for He himself will say: I was a stranger and you welcomed me." (From the Rule of Benedict, Chapter 53:1)

Benedict reminds us that Christ himself calls Christians to be a welcoming people and he instructs us to welcome visitors to our community as we would welcome Christ. This simple instruction has profound implications. To welcome another as Christ requires us to see all people, even strangers, as having God-given dignity and worth meriting a special reception and special attentiveness.

At the same time our efforts to be hospitable in the residence halls must be balanced by respect for the dignity of those who call the residence hall home. The spirit of Benedictine hospitality requires hosts and visitors to be mindful that open house hours are a privilege requiring respect for the dignity, privacy and comfort of roommates, suitemates and other residents of the hall. The right of any resident to sleep, study or simply enjoy privacy should be considered over the privilege to host a visitor in the residence. A roommate or suitemate should never be compelled to leave the room in order to accommodate a visitor, nor should s/he be placed in a situation that causes embarrassment. The host is responsible to ensure that visitors are informed of policies for community life and s/he is responsible to ensure that guests treat other residents with dignity, and are respectful of the university's property and of the personal property of all residents. Visitors that are too frequent and/or of exces-

sive duration abuse the hospitality of others and show a lack of respect for the privacy and comfort of roommates and suitemates. There is great value for all if the host practices moderation in the frequency and duration of visits.

Open House Hours – The university is a faith-based learning community where maintenance of a residence hall environment conducive to studying, sleeping, healthy living, and the spiritual well-being of each resident is to be valued. This requires each student to balance his/her personal freedom with the responsibility to the common good of the residence life community. To help students establish a healthy balance between personal freedom and their responsibility to the common good, the University of Mary, like many private and public colleges and universities, has established open house hours when guests of the opposite sex are welcome to visit in the residence halls. Open house hours apply equally to family members of students as well as visitors who are not related. The open house hours at the University are:

Sunday – Thursday	10 AM to 12 MIDNIGHT
Friday and Saturday	10 AM to 2 AM

These open house hours may be modified by the director or assistant director of student life in the following instances: a) open house hours on Sunday – Thursday may be extended as late as 2 AM on nights when classes will not be in session the next day or b) open house hours may be restricted on any day of the week, due to emergency circumstances or as a part of conduct sanctions for the entire hall.

Also residents of any hall may elect to have open house hours that are more restrictive than those listed above by a simple majority vote.

In instances where visitation hours are modified, the new hours will be posted in the hall.

14.19 Students who violate open house hours (both the host and the guest) are subject to student conduct action, as follows:

- (a) If the violation is less than 30 minutes from the beginning or the end of visitation of the open house hours both the host and guest(s) will be cited with a minor violation of open house hours (Level 1).
- (b) If the violation is 30 minutes or more from the beginning or the end of open house hours, both the host and the guest will be cited with a major violation of open house hours (Level 2).

Overnight Guests – To further provide student residents with additional guidance in maintaining a balance between freedom and responsibility to others, the University of Mary also has established the following overnight guest policy:

- a) Out of respect for the privacy of roommates, suitemates and other residents of the hall, students may only have overnight guests of the same sex. This policy applies equally to family and non-members. Students who have guests of the opposite sex are encouraged to make arrangements with on-campus

friends of that sex to serve as hosts.

- b) Students who would like to host an overnight guest must have the prior approval of all roommates and suitemates and they must register their guest with the residence director. To register a guest, the host must complete a Guest Registration Form by contacting the resident staff between the hours of 7:30 pm and 11:30 pm, Monday through Sunday or in the Student Development office between the hours of 8 am and 4:30 pm, Monday through Friday. The Guest Registration form is found on my.umary.edu.

The Guest Registration Form requires the following information: University of Mary host student's name, residence hall room and phone number, student identification number, roommate(s) approval, guest's name, guest's home address, guest's birthday, dates of visitation, arrival time and departure time, and emergency contact information. The guest will receive a copy of the form and is expected to keep it in his/her possession for the duration of the visit and must present it when requested by a university official or security personnel.

- c) Roommates and suitemates should not be compelled to give up their room to accommodate overnight guests nor should a guest be invited to stay when a roommate is absent unless the roommate has consented in advance. Roommates and suitemates have the right to say no to the presence of overnight guests in the residence.
- d) Students who host an overnight guest are limited to:
 - hosting no more than two guests per night and for no more than two nights in a row.
 - no more than 5 overnight guests per semester.

14.20 Students who fail to register overnight guests in advance with the residence director are subject to student conduct action (Level 1) for a first offense followed by a monetary fine in the amount of \$50 for each successive violation and further student conduct action that will increase one level for each successive violation.

14.21 In addition to the penalties described in Standard 14.19, a student who has an unregistered, overnight guest of the opposite sex is subject to an additional monetary fine of \$50 and student conduct action (Level 3) for a first violation increasing one level for each successive violation.

Community Moral Standards in the Residence Halls

The University of Mary's Christian, Catholic and Benedictine mission and identity upholds respect and prayer as core Benedictine values. The Benedictine value of respect affirms the God-given dignity of each human being as a unique creation of God fashioned in God's own image. Respect for persons requires us to reject any philosophy that treats human beings as objects that can be used, exploited, abused or manipulated. The Benedictine value of prayer affirms

God's sacred presence in our community as well as the belief that God intends for each of us to strive to do God's will in all we do.

Consistent with its mission, identity and values, the University of Mary affirms the Catholic belief that human sexuality is a sacred gift from God that should always be treated with the utmost respect and reverence and expressed within all encompassing union of life and love within the context of marriage. The university encourages students to learn more about this belief and other Christian and Catholic moral teachings by learning about *The Theology of the Body*, taking a theology class or by visiting with staff who work in the Campus Ministry program or faculty who teach in the theology department. In accordance with its affirmation of the traditional Christian and Catholic teaching about human sexuality, the University of Mary Community Standards for Students expressly prohibits sexual intimacy between persons who are not married to one another in the university's residence halls.

- 14.22 Students who violate this policy are subject to student conduct action (Level 4).

Quiet Hours and Excessive Noise

On-campus residents and visitors to residence facilities are expected to respect the right of others to have an environment free from excessive noise and disruptive behavior. Each residence facility has the authority to establish and post "quiet hours" for the facility and the hours are subject to change during final exam periods. All students should be advised that those times outside of quiet hours do not constitute free license in regard to noise. In general, students and guests should be respectful of the fact that students have varied schedules. Students who work at night may need to sleep or study during the time another may want to socialize. University of Mary students are expected to respond to concerns of other residents in a respectful and considerate manner.

- 14.23 Students who violate posted quiet hours in an on-campus residence are subject to student conduct action (Level 1).
- 14.24 Students who make excessive noise with the intent to cause a disturbance or disrupt the sleep and quiet of on-campus residents are subject to student conduct action (Level 3).

Sports Equipment in Student Residences

Residence halls are on-campus homes. Other than equipment that has been provided for use by residents in recreation spaces, the use of sports equipment in the residence halls is most often disruptive and can be dangerous. For this reason, the use of sports equipment that disrupts the legitimate activities of residents or endangers residents is prohibited. This includes but is not limited to balls, skates, skateboards and darts.

- 14.25 Students who violate this policy are subject to confiscation of equipment and student conduct action (Level 1).

Animals and Pets

Due to safety concerns, allergic sensitivities of other residents and the potential for damage to its facilities the University of Mary does not permit pets or animals of any kind in on-campus residences.

- 14.26 Students who keep a pet or animal in a university-owned residence are responsible for all damages and subject to student conduct action (Level 3).

Commercial Activity

Residents are prohibited from conducting any type of business out of an on campus residence or anywhere on university property without the permission of the vice president for student development. This includes operation of any Internet sales, phone solicitation conducted from on campus, sales of any kind that transpire on campus property or advertising on campus property.

- 14.27 Students who conduct business on campus in violation of this policy are subject to student conduct action (Level 4).

Conduct Sanctions for Groups of Residents

At his/her discretion, the conduct officer may apply conduct sanctions on a group basis in instances where a significant number of residents are responsible for policy violations and/or when there are repeated policy violations in a particular location. Under this provision, sanctions and/or loss of privileges may be applied to an entire residence facility, a floor, a portion of a floor, or any combination of rooms or suites. Sanctions that may be applied include but are not limited to restriction of open house hours, expanded quiet hours, curfews and/or requirements for community service. The conduct officer will determine the appropriate conduct level for each individual involved consistent with the violation.

University Lockout Policy

All students are required to be responsible for his or her university-issued keys. If keys are lost or stolen, the student is responsible to contact a member of the residence life staff or the Student Development Office to get a key replaced. Fees apply for each new key issued and a fee to replace the lock core may apply as well. Please refer to your Residence Life Agreement for a list of the fees associated with this service.

If a student is locked out of a personal residence, s/he may contact an on-duty residence life staff member. The residence life staff member can only grant access to spaces that the student is allowed to be, i.e. his/her personal residence. If it is determined that the student no longer possesses keys, the residence life staff member will make arrangements to have the room re-keyed and new keys will be issued to the student. Fees will apply for this service as indicated in the previous paragraph. In

the event that the student was locked out because his/her keys were inadvertently locked in the room or because of some other similar personal oversight, the residence life staff member will assess a lockout fee for opening the student's residence. The lockout fee schedule is as follows:

- 14.28 The first week of each semester will be considered a grace period for lockouts. Students will not be assessed a lockout fee during that time. Once the grace period ends, students will be charged \$10 per lockout incident. The lockout fee will be assessed directly to the student's university account.

Standard 15: Students are Responsible to be Good Stewards of University Property and Facilities

The Benedictine Sisters who founded and continue to sponsor the University of Mary have worked diligently to create a beautiful living and learning environment at the university for students. Their efforts have included great attention to the striking natural beauty of the university's location overlooking the Missouri River Valley. The first buildings were designed by world famous architect Marcel Breuer and there has been an effort to keep all subsequent construction in harmony with the Breuer design. As the campus continues to grow, the university's benefactors continue to respond with great generosity to enable the university to meet the needs of students to be able to enjoy modern facilities, equipment and furnishings. In response to the diligent work of the Sisters and in gratitude for the generosity of the university's benefactors students are responsible to be good stewards of all university property and facilities.

For the purposes of this policy, good stewardship requires students to be responsible for the proper use and care of all university property, keys or other security devices, facilities and equipment as well as all property belonging to other members of the community. This means students are responsible to:

- Enter or to be present in university buildings or facilities only during those times when they are open or available for student use unless otherwise permitted by authorized university personnel.
- Be in possession of university property, keys or equipment only as permitted by authorized university personnel.
- Properly clean, store and secure university property and facilities after use in order to ensure that it is ready for the use by other members of our community.

- 15.1 Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to student conduct action (Level 2).
- 15.2 Students who damage, misuse or otherwise do not leave university equipment and facilities in good

clean condition after use out of respect for others shall be responsible for costs required to clean, repair or replace the equipment or facility and shall be subject to student conduct action (Level 2).

- 15.3 Students who willfully cause damage to university property or the private property of others are subject to student conduct action and are responsible for all costs associated with repair and/or replacement (Level 3-5).
- 15.4 Students are prohibited from tampering with or interfering with the normal operation of phone, cable and/or computer service in any manner and from interfering with the billing processes associated with these services. Students who obtain unauthorized services, or who interfere with billing processes shall be subject to criminal investigation by law enforcement authorities, as well as, to student conduct action at the university (Level 3).

Students who are issued university keys or other security control devices as well as those provided with information to access secure facilities or equipment are responsible to the community to at all times safeguard the integrity of the key or security control system. Lost keys or security systems that have been compromised should be promptly reported to the appropriate university official.

- 15.5 It is a violation of this community standard (and unlawful) to duplicate any University of Mary key without proper authorization. The university reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 4).
- 15.6 It is a violation of this community standard (and unlawful) for a student to possess or use any university key or other security control device (or any unauthorized duplicate of a university key) that has not been issued to the student by the appropriate university official. The university reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 4-5).
- 15.7 It is a violation of this community standard (and unlawful) for a student to give a university key or security control or access information to any unauthorized person or to otherwise allow an unauthorized person to use a university key or to otherwise gain access to university property, equipment or facilities. The University reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 3-5).
- 15.8 Students are prohibited from entering any building or facility without proper authorization. This pro-

hibition includes any instance of a student entering a building or facility when the facility is closed for student use. It applies even if the building or facility has accidentally been left unlocked or unattended (such instances should be reported to appropriate university personnel). Violators are subject to student conduct action (Level 3).

- 15.9 Students are prohibited from being in possession of, or using, any university property without proper authorization. Violators are subject to student conduct action (Level 3).

Standard 16: Students are Responsible to Be Good Ambassadors of the University of Mary When Supporting Marauders Athletic Teams and Other Events

It is the responsibility of all students to act as good stewards of the university's name and reputation at all athletic competitions, whether at home or away, and at all other events. This includes the responsibility to support our student athletes and other students participating in extracurricular activities with dignity and pride while evidencing a spirit of hospitality, respect and civility for the student athletes, coaches and fans representing other institutions. Further, University of Mary students are responsible to maintain a positive and respectful stance even when opposing fans or student athletes adopt a disrespectful or insulting tone. Finally, University of Mary students are responsible to show respect for the game officials and all personnel responsible for the facility where the competition is taking place. The University of Mary reserves the right to eject any student from a university sponsored event who fails to conduct himself/herself as a good ambassador of the university or who otherwise acts contrary to the values of the university.

- 16.1 Students are prohibited from engaging in any type of taunting, verbal harassment and/or using profane or obscene expressions at athletic events directed against officials, coaches, student athletes, fans and/or security personnel at University of Mary athletic events (this policy applies at all competitions and events whether at home or away). Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events. (Level 3-5).
- 16.2 Students are prohibited from displaying profane, obscene, and/or offensive epithets or graphic messages on any article of clothing or on any sign, or other item at any University of Mary athletic competition or any other university sponsored event. This includes the prohibition against wearing or displaying so called "underground" t-shirts or signs. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events. (Level 4-5).

- 16.3 Students are prohibited from designing, selling, promoting, distributing or participating in any plan to design or sell, promote or distribute any underground item (such as t-shirts or other articles of clothing or signs) to other students or fans containing messages or graphic representations that are obscene, degrading or inconsistent with the values of the university. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events, suspension or expulsion from the university (Level 5).

- 16.4 Students are prohibited from selling, promoting or distributing any article used to support the University of Mary or make reference to any of its athletic opponents without prior written approval of the athletic director. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events. (Level 3).

Standard 17: Students are Responsible to Refrain from Sponsoring and/or Participating in Non-Sanctioned Activities

University of Mary students are prohibited from inviting other University of Mary students to participate in activities that encourage or promote illegal activity and/or those that cause disruption of officially sponsored activities whether held on or off campus.

- 17.1 Students who organize, sponsor and/or invite other students to participate in non-sanctioned activities that encourage or promote illegal activity such as under-aged drinking or any other activity that disrupts officially sponsored activities or any type of "underground" activity held in conjunction with official university celebrations shall be subject to student conduct action up to expulsion (Level 5).
- 17.2 Students who participate in non-sanctioned activities as described above are subject to student conduct action (Level 4).

Standard 18: Students are Responsible to Comply with the University's Policy on Gambling

Students are prohibited from engaging in any form of illegal gambling activity at the university.

- 18.1 Students who engage in illegal gambling of any kind are subject to student conduct action. Appropriate sanctions may include a requirement for the student who has engaged in gambling to undergo an evaluation for problem gambling to be conducted by a licensed and qualified mental health professional at the student's expense. Such a requirement includes the responsibility on the part of the student

to comply with all recommendations resulting from such evaluation providing appropriate release of information to allow the university to provide appropriate information in advance of the evaluation and also to permit the mental health professional to provide the university with information to verify compliance (Level 3).

Standard 19: Students are Responsible to Respect All Persons

Respect is one of the University of Mary's core Benedictine values. The value of respect affirms the belief that each human being is gifted by God with great dignity and worth as a unique creation of God, fashioned in God's own image and loved by God. To value respect requires us to steadfastly refuse to accept any philosophy that permits one human being to treat another as lacking in dignity or as an object to be mistreated, used, exploited, abused or manipulated for another's own selfish ends. Instead, St. Benedict tells us to welcome the other Christ. At a university that values respect, students are responsible to treat all others with respect and dignity using respectful language.

- 19.1 Students who are disrespectful of the dignity of others through mistreatment, or behavior that is exploitive or manipulative, or one who uses abusive language directed against another person is subject to student conduct action (Level 1-5 with the exact level determined by the nature of the circumstances).

Standard 20: Students are Responsible to Respect the Property of Others

Taking what does not belong to you is stealing no matter how small the value of the item taken. The fact that sometimes an item is left unattended or unlocked does not make it all right to take it. It is still stealing because it does not belong to you.

Stealing in any form (theft, burglary and robbery) is wrong and contrary to the Benedictine value of community. When community is valued and others are respected, all members of the community serve as stewards of property belonging to individuals as well as property belonging to the community as a whole. Members of the community who betray the trust of others by taking what is not theirs injure the security of the entire community and subject themselves to both legal and student conduct action.

Students who damage someone else's property by accident are responsible to contact the property owner and take responsibility (compensate the owner) for the damage.

No one has the right to intentionally damage or vandalize someone's property. Anyone who would do so acts contrary to the Benedictine value of respect and community and is subject to student conduct action.

- 20.1 Students who take what does not belong to them violate the law and the Community Standards for Students at the University of Mary. The university reserves the right to report all such instances to law enforcement authorities for possible prosecution

and those responsible are subject to student conduct action up to expulsion (Level 1-5 with exact student conduct level to be determined by the nature of the circumstances involved).

- 20.2 Students who damage the property of others by accident and fail to take appropriate responsibility for their actions are responsible to compensate the owner for all damages and are subject to student conduct action (Level 3-4).
- 20.3 Students who vandalize the property of others cause injury to the sense of security of individuals and of the community. Vandalism will not be tolerated at the University of Mary. Violators are responsible to pay for the damage they cause and are subject to a mandatory evaluation to be conducted at their own expense by a licensed psychiatrist or psychologist. The student shall also be responsible to comply with any recommendations resulting from such an evaluation and will be required to provide for the appropriate release of information needed to provide a copy of the evaluation and recommendations to the university's student conduct officials (Level 4 or 5).

Standard 21: Students are Responsible to Refrain from Violent Behavior

University of Mary students are expected to settle conflicts in a civilized and respectful manner. If needed, mediation is an option available by contacting the director of student life. Physical violence or threats of violence of any kind is contrary to the value of respect and endangers the safety and security of the community. Violence or the threat of violence, of any kind, will be treated as a serious matter and will not be tolerated at the University of Mary.

Relationship violence is a dangerous form of violence prevalent within the college student population and will not be tolerated at the University of Mary. Often the victims of relationship violence find it difficult to ask for help and they may blame themselves for the abuse. No one deserves to be abused for any reason and all persons who are abused deserve help and support.

The University of Mary will assist any student at the university who has been the target of violence, threats of violence or abuse of any kind whether it has taken place on or off campus or been perpetrated by another student or someone else. Students who need assistance as well as friend of students who need assistance are urged to contact either the director of student life or the student counselor for assistance. In response, these university employees will assist the student in need with reporting violence or abuse to law enforcement officials if desired; they will assist with the process of obtaining a protection order; and they will assist the student in accessing the services of the Abused Adult Resource Center (AARC).

In addition, the University of Mary's policy is that any student who has been ordered by a court to avoid contact with any other member of the university community may be held subject to the university's emergency suspension policy

for as long as the court order is in effect. Students who want to know more about this policy may contact the director of student life.

- 21.1 Students are prohibited from using any form of violence or restraint against another person. Violators are subject to student conduct action (Level 4-5).

Students who violate this policy may be required to undergo an evaluation by a qualified mental health professional who must be approved in advance by the University of Mary student counselor. In such case, the student shall be responsible to complete all recommendations resulting from the evaluation. S/he shall also be responsible to provide the appropriate release of information to enable the evaluator to furnish the university's conduct officer(s) with a copy of the evaluation, recommendations and documentation of compliance. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.

Standard 22: Students are Responsible to Refrain from Disrupting the Legitimate Activities of Others

Disruptive behavior is behavior that endangers the health and safety of others, causes others to experience undue distress or otherwise significantly interferes with the legitimate activities of others.

- 22.1 Students responsible for disruptive behavior are subject to student conduct action. The exact student conduct level to be determined by the nature of the circumstances involved.

Standard 23: Students are Responsible to Cooperate with the University's Policies on Searches of Lockers, Vehicles and Personal Property

The university reserves the right to search student lockers, vehicles and personal property when: a) there is a danger to the life or safety of any member of the university community; b) when facilities or property are endangered; and c) when there is reasonable cause to believe there has been a violation of university policy. In these cases, the following policies apply:

- 23.1 In the event where local, state or federal law enforcement agencies present a valid search warrant it is the policy of the university to not interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a conduct level appropriate to the violation.

- 23.2 In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy or regulations a search of the student's locker, vehicle, or personal property may be authorized by the vice president for student development, vice president for financial affairs, vice president for academic affairs, athletic director, director of student life, assistant director of student life, residence director or director of physical plant. In the event a search is authorized, at least two university officials (one of whom may be a resident assistant) shall be present during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are contrary to university policy or that are evidence of policy violations. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.

- 23.3 In the case where a student has been found responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs as a part of the sanctioning process, the conduct officer may authorize future unannounced searches of the student's locker, vehicle or personal property. The search process shall otherwise be identical to that described in Standard 23.2.

Standard 24: Students are Responsible to Respect the Authority of the Director of Student Life with Regard to Student Conduct Actions

The director of student life shall have the authority to cite students with violations not specifically included in the Community Standards for Students when the student has: a) acted in a manner inconsistent with the values and philosophy of the university; b) acted with a lack of respect and civility; c) harmed other people or property. In these cases, the director of student life has the authority to determine an appropriate conduct level and sanctions that will apply.

*Dear Lord,
Although I try and try,
my halo slips below my eye.
Please take it back and alter it.
I think I need a better fit.
— Margaret Fortune*

General University Policies

Policies published in the Student Handbook are generally those that have been established specifically to apply to students. Another set of policies, *General University Policies* have applicability to faculty and staff as well as students. These policies are published in electronic form and may be found via the “General University Policies” link on my.umary.edu.

Revisions made to a particular general university policy, as well as new ones, may be approved by the university at any point during the course of any given year. In such a case, the university will make an effort to inform the community of the new or revised policy as well as the date it becomes effective.

All University of Mary students are responsible to be familiar with and comply with the university’s general university policies. Any violation of a general university policy on the part of a student is a violation of the university’s community standards for students and the violating student is subject to student conduct action. In some cases, the general university policy itself may provide for a sanctioning process for violators. In all other cases, the director of student life and/or those authorized to act in the capacity of a student conduct officer has the authority to determine student conduct level and other sanctions deemed appropriate for the violation as part of the student conduct process.

At the time when this edition of the Student Handbook went to print, the following general university policies were posted in electronic form:

- Acceptable Use Policies for Information Technology at the University of Mary – these policies define appropriate use of technology at the university. Included is information about appropriate use of email, the university’s internet and Wi-Fi services, university computers and computer labs, downloads of information, etc.
- Amendments to General University Policies – this section describes the process students, faculty and staff should follow if they want to pursue a revision to a specific general university policy.
- Annunciation Monastery Property and Grounds – this section describes the Monastery’s property and grounds and includes information about occasions when members of the university community are invited to the Monastery.
- Appropriate Relationships – the policy contains information about appropriate relationships and relationships to avoid between faculty, staff and students.
- Campus Security Report – this report describes the university’s security procedures and policies. It includes information in compliance with the Clery Act about crime statistics at the university.
- Communication of Official University Business – this policy designates the University of Mary email system as a means for the university, faculty and staff to communicate official information to students. The policy indicates students are responsible to monitor their University of Mary email account and are responsible for any information sent to them by this means.
- Conduct Grievance Board and Procedure – this section describes the University of Mary’s process for students, faculty and staff to report discrimination, harassment, sexual misconduct, hazing or retaliation. It also describes how the university will investigate and respond to all such reports it receives.
- Conduct Grievance Procedure Complaint Form – this is the form to use to report misconduct described in the previous section.
- Copyright Infringement Policy – this policy is in compliance with Federal law. It describes what is legal and illegal in terms of copying and/or downloading copyrighted material including printed information and information in electronic form. It includes information about illegal downloads of music and video.
- Disability Related Accommodations for Visitors – this policy provides information for campus visitors about how to make arrangements in advance of their visit for accommodations needed because of a disability.
- Discrimination and Harassment Policy – this policy prohibits discrimination or harassment of any kind at the university.
- Drug Free Schools Policy – this policy is mandated by Federal law. It describes the University of Mary’s policy to prevent substance abuse and includes information about help that is available for students who experience difficulties with substance abuse.
- Drug Free Workplace – this policy is mandated by Federal law. It describes the University of Mary’s policy to prevent substance abuse in the workplace and includes information about help that is available for employees who experience difficulties with substance abuse.
- Fundraising – this policy describes what is permissible and what is not with regard to fundraising activities at the university. All students, faculty and staff must obtain advance approval in order to engage in any form of fundraising at the university or on behalf of the university.
- General Grievance Policy for Students – this policy outlines the process students should use to pursue a grievance against a member of the faculty, staff or

administration of the university. Note: this process does not apply to academic grievances such as an appeal of a grade. In that case, the student should use the process outlined in his/her course syllabus.

- Hazing – this is the university’s policy which prohibits students, faculty and staff from engaging in any form of hazing. Hazing is illegal and prohibited by the NCAA.
- Identity Theft Red Flag Policy – this is a federally mandated policy that describes the university’s policies for preventing identity theft and safe guarding personal information.
- Inclement Weather Policy – this section describes the University of Mary’s procedure for closing the university because of inclement weather.
- Institutional Review Board – this policy provides students, faculty and staff with information about the university’s process to receive approval for research projects at the university. The policy is designed to ensure that all research at the university is consistent with the university’s mission and conducted according to accepted ethical standards.
- Liturgy and Prayer – this section describes the central role of liturgy and prayer in the spiritual life of the University of Mary.
- Marketing and Advertisement Policy – this policy describes what is acceptable and not acceptable with regard to advertising and marketing products and events at the university.
- Non-Discrimination Statement – this is the University of Mary’s official non-discrimination statement.
- Parking Services and Traffic Safety – this section describes the university’s parking and traffic safety policies.
- Policy Enforcement – this section describes how policies are enforced at the university.
- Posting Policy – this policy describes what is acceptable and not acceptable with regard to posting flyers and other notices at the university.
- Retaliation – this policy prohibits students, faculty and staff from taking any action against another person who reports misconduct to university officials or law enforcement authorities.
- Sexual Misconduct Policy – this policy defines and prohibits any form of sexual misconduct at the University of Mary.
- Student Health Clinic – this section indicates that students have priority to receive services at the Student Health Clinic. Faculty and staff may receive services with the understanding that students will be given priority for appointment times.
- Student Records – this policy describes the university’s procedures for protecting the privacy of student records as well the procedures for students to access their records as required by the Family Educational Records and Privacy Act (FERPA).
- Tobacco Free Policy – this is the university’s newly approved tobacco free policy which prohibits smoking as well as use of smokeless tobacco on university property.
- Weapons Policy – this policy prohibits the possession of weapons, ammunition, explosive devices, and fireworks on university property, including the residence halls and in vehicles on university property.

The University of Mary's Process to Respond to Student Behavioral Concerns

In the wake of tragic violence occurring at other colleges and universities many campuses, including the University of Mary, have created behavioral assessment and intervention teams with the goal of preventing such tragedies from occurring. The idea behind these teams is based on the evidence that prior to each tragedy there were concerns about the well-being of the perpetrator on the part of students, faculty, or staff. The existence of such a team provides a place for members of the university community to go with such concerns so they can be investigated and a tragedy can be prevented.

University of Mary Behavioral Concerns Policy

To maintain a safe and healthy living and learning environment for all members of the university community, the University of Mary reserves the right to intervene as it deems appropriate in response to any student who evidences behavior that is cause for legitimate concern about the student's potential to:

1. Be at risk to harm self or others and/or to be in some significant danger or causing others to be exposed to significant danger.
2. Be experiencing difficulty functioning in the university environment and/or the behavior in question is interfering with the rights or legitimate activities of others and/or is damaging or potentially damaging to property or facilities.
3. Function safely and care for self after a medical leave (voluntary or involuntary), after being suspended from the university or after being hospitalized or evaluated by for risk to self or others.

To address such concerns, the University of Mary Assessment and Care Team or ACT has been established to assess and respond as deemed appropriate to student behavioral concerns described in this policy.

Assessment and Care Team (ACT)

Members of ACT include:

- The director of the student success center (chair)
- The director or assistant director of student life
- A representative from the Athletic Department, appointed by the Athletic Director
- A member of the teaching faculty organization with expertise in behavior concerns (appointed by the vice president for academic affairs)
- A university official with expertise in campus safety/security (appointed by the vice president for financial affairs)

- A residence director or other member of the staff with a graduate degree in a student affairs, student development, higher education administration or similar field (appointed by the director of student life)

Each ACT member shall recognize his or her capacity as a person occupying a place of trust and is responsible to avoid serving on ACT for a case where a conflict of interest or dual role situation exists. In such a situation or in any other situation where a member is unable to serve, the University reserves the right to appoint additional ACT members as is deemed appropriate.

How to Report a Concern About Student Behavior

The University of Mary encourages students, faculty and staff, to report student behavior that causes concern about the safety, security or general well-being of the student or others.

If the situation is an emergency – the report should be made to emergency authorities by immediately calling 911. After the 911 call has been made, the situation should also be reported to the University of Mary Critical Incident Response Team (CIRT) by calling the University of Mary Campus Safety and Security Office at 471-6070. Emergencies include any situation where the danger is immediate (is already happening) or imminent (about to happen at any moment).

If the situation is not an emergency – the report should be made to the Student Development Office located in Room 1209 of the Benedictine Center for Servant Leadership (355-8265). All reports submitted will be reviewed by ACT to determine the most appropriate response.

How ACT Will Respond to a Reported Concern

When a concern about a student's behavior is reported, ACT's first priority is to gather additional information as needed to assess the student's situation and degree of risk. Toward that goal, any of the following responses may be an appropriate response:

- If it appears that the danger is immediate or imminent, ACT may contact emergency officials, parents or other family members (as allowed by FERPA) to locate the student and ensure the safety of all involved.
- The student who is evidencing the behavior(s) of concern may be invited to join in a voluntary process to assess the student's situation and to work with ACT to resolve the concerns that have been reported.

- ACT may contact others who have relevant information including family, friends, roommates, residence life staff, faculty, staff or anyone else who may be able to help ACT understand the student's situation.
- In order to assess the degree of risk posed by the student, ACT may ask (or in some cases mandate) the student to be evaluated by a qualified professional with a specific type of expertise. The information provided from the evaluation will be used to help determine the most appropriate plan to resolve any concerns about the student's behavior. Students are responsible for any fees which may be required as part of a voluntary or mandatory evaluation.
- In the event there is legitimate reason to believe the student must be monitored in order to protect safety, the university reserves the right to ask the student to take a voluntary temporary leave of absence from the residence halls and/or from the university until such time as the student can provide documentation from a qualified health care provider that s/he can safely return without the need to be monitored by the university. In such a case the student may be released from the university to family or another responsible party or s/he may be hospitalized for observation/evaluation. In such a situation, if the student is not willing or is incapable of taking a voluntary leave the university reserves the right to mandate such a leave by means of its emergency suspension policy.

Outcomes

Due to seriousness of the issues and the behaviors that come before it, ACT has broad authority to determine the most appropriate course of action it deems to be in the best interests of the student, all others affected or involved, and the common good of the university. Possible outcomes may include but are not limited to:

- A voluntary plan for the student to complete designed to address concerns about the student's conduct. The plan may include voluntary evaluation by a qualified health-care provider, medical treatment, counseling/therapy and/or some other relevant form of education or support.
- The student may elect to take a medical withdrawal from the university (subject to approval by the vice president for academic affairs). In such a case ACT may require the student to provide an evaluation of the student's current level of functioning in order to return to the university.
- The student may elect to voluntarily withdraw from the university, the residence halls or from any extra-curricular activity. In such a case, ACT may require

the student to provide an evaluation of the student's current level of functioning in order to return to the university, to the residence halls or to extra-curricular participation.

- In cases where a danger is believed to exist to the student or to others, ACT may make a recommendation to the vice president for student development that the student be temporarily suspended from the university, the residence halls and/or from extra-curricular participation until such time as the student is able to provide evidence that s/he is able to function safely at the university in the form of an evaluation of the student's current level of functioning completed by a qualified medical or mental health professional. The vice president for student development may place other requirements as deemed appropriate as conditions for lifting the temporary suspension.
- In the event the student refuses or is not able to voluntarily cooperate with the efforts of ACT, ACT has the authority to impose any sanction deemed appropriate to the situation in the interests of protecting the safety of the student and/or the community.
- The University of Mary is not designed nor is it equipped to supervise, monitor, and/or rehabilitate individuals who are a threat to self or others and/or who are not able to function effectively in the university environment without disrupting the functions of the university and/or the legitimate activities of others. In such a case, the final outcome may be a recommendation for the vice president for student development to suspend the student until such time as the student is able to function in the university environment. Until such time as the student is able to provide evidence that s/he is able to function safely at the university in the form of an evaluation of the student's current level of functioning completed by a qualified medical or mental health professional. The vice president for student development may place other requirements as deemed appropriate as conditions for lifting the temporary suspension.

Appeal Process

A student may appeal a determination made by ACT. The request must be in writing and must be received by the vice president for student development within 5 business days after the ACT decision is delivered to the student's University of Mary official e-mail account. Any decision made by the ACT will remain in effect until the review process has been completed. The vice president for student development will make a decision regarding the

appeal as soon as possible and will notify the student of his/her determination via an e-mail sent to the student's University of Mary e-mail account. The decision of the vice president for student development is the university's final level of appeal in all matters before ACT.

Records and Privacy

All ACT records and files will be maintained in the Student Development Office a manner consistent with the Family Educational Records and Privacy ACT (FERPA) and all other legal and professional standards. In addition, ACT will carry out its work with the highest degree of privacy and discretion possible. However, in an emergency and/or when there is an imminent risk to the student or to the community posed by the student the university may be required to notify emergency authorities, a student's parents or family, or others as required by law and permitted by FERPA. In addition, the nature of the ACT's work may require members to question others deemed to have relevant information to its investigation.

ACT's Relationship with the Critical Incident Response Team (CIRT)

Different situations require different responses. Situations that involve an immediate and serious threat require an immediate summons of emergency officials by calling 911. Examples include a bomb threat or a post on a social network site from a student saying goodbye to friends because the student has just ingested a lethal dose of a medication. These situations call for the immediate response of trained emergency responders in order to protect life.

In addition to emergency authorities, the University of Mary Critical Incident Response Team (CIRT) should be activated in any situation where there is an immediate and serious danger. This is done by calling the Campus Safety and Security Department at 471-6070. The role of CIRT is crisis response and management. CIRT works together with emergency officials until the danger has been resolved.

In contrast, ACT is designed to work with students in a deliberate process of assessment that requires time. Professionals with expertise in fields such as human behavior, mental health, and medicine (to name a few) may be enlisted to assist with the process. The goal of the ACT assessment is to determine what type of intervention or support services are needed to proactively prevent a student's situation from escalating out of control or into a crisis and/or to enable the student to function safely and successfully at the university.

Despite their differing roles, ACT and the CIRT work together for the good of all involved in some situations. The most common instances of collaboration would be:

- Instances where a student who is working or has worked with ACT becomes in a crisis situation where an immediate and serious danger exists. In such a case ACT may activate the CIRT as the situation escalates or the CIRT may consult with ACT as it responds to such a crisis.
- In some circumstances, the CIRT may ask ACT to do an assessment on a student who has been involved in a crisis situation. For example, the CIRT may ask ACT to assess a student who made a suicide attempt in order to determine under what conditions the student may be permitted to return to the university after the immediate danger has been resolved.

ACT's Relationship with the Student Conduct System

It is possible that a student's behavior may be the subject of simultaneous interest from both ACT and the Student Conduct System. In such a case, the priority should be for ACT to evaluate the level of risk posed by the student and take action deemed appropriate to the situation. The student conduct process can wait. However, this practice should not be construed as a means for a student to avoid being held accountable for his/her misconduct. Unless there is a specific rationale jointly determined by the director of student life and ACT to do otherwise, student conduct action should proceed as soon as it is deemed safe to do so.

In the course of their work with students, the university's student conduct officers may learn of student behavior that is cause for concern. They should report any such concerns to ACT.

Student Conduct Process

“Therefore we intend to establish a school for the Lord’s service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard love.”

(Rule of Benedict Prol 45-47)

A. The Student Conduct Philosophy at the University of Mary

The philosophy of student conduct at the University of Mary is rooted in its Christian, Catholic and Benedictine mission and identity. In keeping with the Benedictine philosophy of educating the “whole person,” moral and ethical development is an important focus of the student conduct process. There is an emphasis on helping students discern an appropriate balance between individual freedom and responsibility to God, self, the university community and others. The goal of this discernment is to understand personal freedom within the context of the Christian understanding of true freedom which is to be free to be and do what God intends.

The university’s approach to student conduct is designed to be sensitive to the developmental context of the student experience with emphasis on the opportunities for teaching and learning that are an inherent part of the process. When a student falls short in his/her responsibility to comply with university policies or otherwise behaves in a manner that is inconsiderate or harmful to others, contrary to the common good or destructive to one’s own well-being the university reserves the right to intervene with student conduct action. The goals of intervention are to:

1. Confront inappropriate conduct and violations of policy and hold students accountable for their conduct.
2. Protect the safety, well-being and rights of others and the university community as a whole.
3. Help students learn about the consequences of behavior and how to make better decisions through the application of Christian and Catholic moral and ethical principles.
4. Assist students with the process of reconciliation with the university and those who have been negatively impacted by the student’s behavior.

B. Differences Between the Student Conduct Process and the Legal System

It is important for students to be aware of the differences between legal statutes and the courts on one hand, and the University of Mary Community Standards for Students and the Student Conduct Process on the other.

In general, the courts (including the U.S. Supreme Court) have been reluctant to interfere in student conduct cases because of the recognition that student conduct processes are closely associated with the educational mission of the colleges and universities. This is especially true in the case of private colleges and universities with a religious affiliation where the student conduct system is also a part of the moral and religious mission of the university.

The primary legal requirement for universities is that student conduct processes must be consistent with standards for due process. In other words, the university has the responsibility to make information about policies and conduct procedures available to students and conduct officers who are responsible to utilize the procedures in the most consistent manner possible.

The Community Standards for Students is not intended to be an all-encompassing legal code that addresses all eventualities for student conduct. The fundamental principle of the standards is the expectation that students will strive to conduct themselves in a manner where there is an appropriate balance between freedom and responsibility to God, others, the university community and self. Therefore, unlike a legal code, students are responsible to the university for their conduct even when the exact behavior in question is not specifically identified in the community standards so long as it is implied in the university’s Benedictine values and general standards for conduct. Responsible for appropriate conduct whether on or off-campus, students, by virtue of matriculation, become ambassadors of the University of Mary.

Similarly, the Student Conduct Process is not intended to be a court of law. In a court of law, the standard for determining whether or not a suspect is guilty is that prosecutors must prove “beyond a reasonable doubt” that an individual is “guilty.” This requires extensive investigative processes and the burden of proof in legal cases is the responsibility of the prosecutor or state. This burden of proof is well beyond the capability of any university conduct system. Instead, the standard of determining responsibility for a violation of the university’s Community Standards for Students is one of “substantial” evidence. In other words, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility, the student may be disciplined for an infraction of policy.

Other important differences between the Student Conduct Process and the legal system include:

1. There is no right to a public trial heard by a jury.
2. There is no right to be represented by an attorney at conduct conferences or hearings.
3. There is no right to cross examine witnesses and in some cases, at the discretion of the director of student life, there is no right to know the identity of those making allegations against you.

4. Due to the confidential nature of student conduct processes, press coverage is prohibited.

In contrast to the legal system, violations of the Community Standards for Students are normally addressed in an individual conduct conference between the student and the appropriate university conduct officer. The Student Conduct Process is confidential. Only individuals actually involved in the hearing may participate. Students are afforded the opportunity to have an advisor present for the purposes of providing support although the advisor is not permitted to participate in the hearing or conference. All those in attendance are prohibited from discussing the proceedings with the press and all press coverage of the proceedings is prohibited.

C. Application of the Student Conduct System

The University of Mary Student Conduct Process described herein applies to all enrolled University of Mary students (undergraduate or graduate), who by the act of enrollment are responsible to be familiar with its content and abide by its policies, regulations and processes.

D. Presidential Authority in Regard to Student Conduct

Nothing contained in this handbook shall limit the authority of the president of the university to discipline—to the extent of expulsion—any student who has acted contrary to the rules and regulations of the university.

E. Student Eligibility to Participate in Extra-Curricular Activities

At the University of Mary, eligibility to participate in extra-curricular activities is a privilege given to a student based upon whether the student has successfully met all the criteria for participation established by the university. Extra-curricular activities include intramurals, intercollegiate athletics, cheer team, dance team, pep band, all performances sponsored by the university's music and theater department, forensic competitions, student clubs and organizations and all activities sponsored by the Marauders Activity Committee. To be eligible to participate in extracurricular activities at the University of Mary, the student must successfully meet all of the following criteria:

1. The individual must be enrolled as a student at the University of Mary (part or full-time).
2. The student must be current with his/her student account and must have paid the appropriate student activity fee for the semester in question as certified by student accounts.
3. The student must be in good standing with the university with regard to student conduct. Good standing is defined as having a student conduct

status at Level 3 or below. As indicated in the student handbook under the student conduct system, a student at Level 4 may have his/her eligibility reinstated one time at the discretion of the director of student life, based on satisfactory progress towards completing all required conduct sanctions.

4. In addition to the criteria listed here, the student must also meet any additional eligibility requirements criteria required by the specific extra-curricular program in which they wish to participate.

Pursuant to the university's Emergency Suspension Policy (published in this section of the Student Handbook), the university reserves the right to immediately suspend the eligibility of any student to participate in extra-curricular activities who at the sole discretion of the university is a danger to others, who has been charged in criminal court with a felony or other crime considered to be contrary to the university's values and/or who is the subject of an internal university investigation into a serious violation of university policy.

F. Student Conduct Records

Student Conduct Records are part of a student's formal educational record and are centrally maintained in the Student Development Office. Typically, a Student Conduct Record is established when a written report or information on a student is received by the director of student life (or other appropriate university official, as may be provided for by the applicable university policy). All Student Conduct Records are maintained in accordance with the Family Education Rights and Privacy Act (FERPA). Student Development will abide by all laws requiring confidentiality and privacy with regard to the student conduct system. In cases involving alleged violent or injurious behavior, Student Development will inform the victim, as allowed by law, of the outcome of the proceeding. Except as provided below, all Student Conduct Records are maintained for seven years after the graduation date of the student and then destroyed in a manner which will preserve confidentiality.

- If a student receives the sanction of expulsion from the university, the Student Conduct Record will be retained permanently.
- If a student is involved in litigation with the university, the Student Conduct Record may be kept indefinitely.
- If a student transfers and then graduates from another college or university, Student Development will destroy the Student Conduct Record seven years after the date of transfer.

G. Reporting Student Misconduct at the University of Mary

When a student engages in illegal behavior or violates university policies, it is a violation of the Community Standards for Students. All students and all members of the faculty, staff and administration as well as security officers, law enforcement officials, public officials, guests or visitors to the university or any other individual with direct knowledge of misconduct on the part of a University of Mary student has the right to report such behavior as follows:

1. **Violations of the University of Mary Sexual Misconduct Policy, Discrimination and Harassment Policy, Hazing Policy, and/or Retaliation Policy** – Individuals who have direct knowledge of a University of Mary student violating any of the above policies should file a report using the Conduct Grievance Procedure found under the “General Policies” link on the main page of my.umary.edu. Individuals who have questions about the process should contact the director of student life, the director of human resources or the assistant vice president for academic affairs for assistance in making a report.
2. **Illegal Behavior** – The University of Mary encourages individuals with knowledge of illegal behavior on the part of a University of Mary student to report such behavior to the appropriate law enforcement officials. Members of the University of Mary administration, faculty or staff are prohibited as employees of the university from discouraging anyone from reporting illegal behavior to law enforcement officials and they are responsible to cooperate with official investigation. In addition to reporting illegal behavior to law enforcement officials, individuals with direct knowledge of illegal behavior on the part of a University of Mary student are also encouraged to report such behavior to the director of student life (in the case where the illegal behavior in question is a form of Sexual Misconduct, Discrimination, Harassment, Hazing or Retaliation, the reporting process described in number 1 above, should be used).
3. **Violations of the University of Mary Community Standards for Students and All Other Violations of University of Mary Policy** – Individuals who have direct knowledge of any type of policy violations on the part of a University of Mary student, other than those cases described in numbers 1 and 2 above, should report the violation to the director of student life. If the violation occurs in a residence hall the report can also be made to the appropriate residence director

or resident assistant who is then responsible to submit an incident report to the director of student life.

The person making a report of misconduct will be asked to identify himself/herself and will be expected to remain active in the university’s investigation of the matter. The university assumes no responsibility to act on an anonymous report or to continue an investigation if the person who reported it refuses to participate in the investigation. The university reserves the right to require the person making the report to submit a written statement or report.

Those who make a report of misconduct are protected by the university’s Retaliation Policy (found under the “General Policies” link on my.umary.edu). In cases where the person making the report has reason to fear retaliation or embarrassment, those investigating the matter may agree to keep his/her identity confidential to the best extent possible. In addition, the person who reports misconduct may request that s/he not be required to appear to provide information to those investigating the matter when the accused is present.

H. Investigation of Alleged Student Misconduct

Except in those cases involving a violation of a university policy where the special conduct grievance process is utilized (e.g. the sexual misconduct policy, discrimination and harassment policy, hazing policy, and/or retaliation policy) the director of student life, and/or the university’s student conduct officers (appointed by the director of student life) are responsible for the investigation of student conduct cases. As part of an investigation the investigators are authorized to require any student believed to be knowledgeable about the alleged incident to appear for questioning, and multiple appearances may be mandated. Students interviewed during the course of an investigation may be required to provide a written statement. Interviews may be recorded. The director of student life may appoint or enlist any university official or private agency to assist with an investigation. Any student who refuses to be interviewed, makes false statements, provides misleading information or withholds information will be subject to student conduct action.

Student conduct officers may interview university employees and members of the public who may have information pertinent to the investigation. There is no time limit imposed upon the university to complete its investigation and there is no statute of limitations. Investigations remain open for as long as necessary and students may be held responsible for their actions at any time when evidence becomes available.

I. Student Conduct that is Criminal in Nature or Investigated/Prosecuted by Law Enforcement Authorities

In the case where it appears that a student under investigation at the university may have committed a criminal offense, the university's student conduct officers will inform the apparent victims of their right to report the incident to law enforcement authorities. If deemed to be in the best interests of the community, the university reserves the right to make an independent report of the incident to law enforcement officials. It is the policy of the university to cooperate with the investigation of any criminal conduct by law enforcement officials as permitted by law.

In a case where a student comes under investigation for or is prosecuted for a criminal offense by law enforcement officials, the university reserves the right to conduct its own internal investigation to determine if any university policy or community standard has been violated. In such a case, the university's investigation shall be independent of any action by law enforcement or criminal justice authorities and may proceed before, during or after any civil or criminal proceedings. The university reserves the right to use any public record generated from such action in its own internal investigation. If deemed to be in the best interests of the university community, the university reserves the right to delay its determination in any such case until all legal proceedings have been resolved.

Investigations that do not result in citations or charges against the student as well as criminal justice proceedings that result in the reduction or dismissal of citations or charges and/or a not guilty verdict do not obligate the University of Mary to dismiss any student conduct proceedings. In all such cases, the university reserves the right to complete its own investigation and come to its own independent conclusion about whether misconduct has occurred according to own standards and policies.

J. Determinations in Matters Involving Misconduct

When the university concludes its investigation into a student conduct matter, one of two determinations will be made:

- If there is insufficient evidence to support the allegations, the charges against the accused are dismissed. Both the accused and the individuals making the allegations will be notified of the outcome to the extent provided by FERPA.
- If the evidence supports the allegations, notices will be delivered to the accused student(s) via their university-assigned e-mail accounts. It is the responsibility of the student to check his/her university e-mail account regularly. The university is under no obligation to grant extensions for appeals if the student has not checked his/her account on a timely basis.

Once notified, the student must exercise one of the following options:

1. If the accused student wishes to accept the determination of the conduct officer, s/he is required to schedule a conduct conference with the designated conduct officer within five business days. At the conference, the conduct officer will meet with the student for the purpose of determining appropriate restitution and/or sanctions. Generally, when a student elects to accept responsibility for a violation in this manner, sanctions will be reflective of this demonstration of responsibility. Students who elect the option of a conduct conference forfeit the right to any further appeal in the matter. The person making the allegations against the student will be notified of the outcome to the extent provided by FERPA. Students who schedule a conduct conference and fail to attend will be sanctioned by the conduct officer and forfeit any right to appeal.
2. If the accused student wishes to appeal the determination of the conduct officer, s/he must give notice at the Student Development Office located in Room 1209 of the Benedictine Center for Servant Leadership within five business days. Such notice shall be in writing on the form provided for that purpose. At the time the notice is turned in at the Student Development Office, a hearing with the Community Standards Committee will be scheduled. The complainant(s) will also be notified of the hearing and be given the option to appear at the hearing.
3. If the accused student does not schedule a conduct conference with the conduct officer or appeal the determination to the Community Standards Committee within five business days, the director of student life will sanction the student and the student shall forfeit any right to further appeal in the matter.

K. Appeal to the Community Standards Committee

The Community Standards Committee provides students with an opportunity for a hearing regarding the determination of the university conduct officer in regard to a violation of the Community Standards for Students which includes any violation of university policy.

1. Description of the Community Standards Committee

The committee shall meet as necessary. If an appeal is submitted at a time when the Community Standards Committee is not functioning (such as during the summer months) the vice president for student development will consider the appeal and his/her determination will be

the final level of appeal in the matter. The Community Standards Committee is chaired by the assistant director of student life, who shall be a non-voting member of the committee (if the assistant director of student life position is vacant, the director of student life shall appoint another member of the staff to serve as interim chair). Membership of the committee consists of two members of the faculty/staff appointed by the director of student life and two students selected as follows:

- a. To be eligible to serve on the Community Standards Committee, members must have and maintain:
 - 1) Sophomore status or higher (the University of Mary transcript must show successful completion of 30 semester credits at an accredited college or university).
 - 2) A cumulative G.P.A. of at least 2.5.
 - 3) A student conduct status no higher than Level 1.

Members of the committee who fail to maintain the requirements while serving on the committee shall become ineligible to continue membership on the committee and a new member shall be appointed by the director of student life to complete the remainder of the term.

- b. Any student meeting the criteria stated above may apply to serve on the Community Standards Committee. The student body president (or his/her appointee) and the director of student life will make the appointments to the committee.
- c. Committee members will be required to indicate acceptance of the appointment by signing an oath of office.
- d. The term of membership on the committee is one academic year, with the start to coincide as much as possible with the beginning of the academic year and closing at the end of the academic year in the spring. Vacancies on the committee during the course of the academic year will be filled as soon as possible. Committee members may be reappointed to serve on the committee in subsequent years.
- e. Responsibilities of the committee chair are to: i) to provide orientation and training for committee members; ii) to serve as a resource to committee members in regard to

procedural questions during meetings and hearings; and iii) to record the minutes of committee meetings and hearings. The chair of the committee shall vote only to break a tie. S/he is responsible for ensuring that the proper protocol for hearings is followed. The chair will monitor the attendance of committee members and when appropriate, excuse members unable to attend. All excused and unexcused absences of committee members will be recorded in the minutes. Unexcused absences of committee members shall be addressed by the chair in the following manner: the first unexcused absence will result in a private reminder from the chair; a second unexcused absence shall result in a written warning from the committee chair that an additional unexcused absence shall result in dismissal; and finally, a third unexcused absence shall result in immediate dismissal from the committee.

2. The Protocol for Hearings Before the Community Standards Committee

- a. The chair of the committee coordinates the hearing schedule with the Student Development Office.
- b. A quorum of two plus the chair is necessary for the committee to conduct a hearing.
- c. A committee member with any conflicts of interest in relation to a case before the committee is ethically bound to disqualify himself or herself from hearing the case. Should multiple members of the committee disqualify themselves to the extent that a quorum is impossible, the case shall be referred to the Student Development Council.
- d. All hearings of the committee shall be conducted in private and are closed to the press. All committee members are bound by the requirements of the Family Educational Records and Privacy Act (FERPA) and will be required to sign a confidentiality agreement that prohibits them from disclosing confidential student records or the proceedings of the hearing to anyone as stipulated by FERPA. The agreement also includes the provision that committee members are prohibited from discussing the proceedings with any member of the press, including the University of Mary student press.
- e. Only members of the committee, the director of student life and/or his/her designee, the accused student(s), the complainant(s),

- witnesses, and the student's support person may attend a committee hearing. In some cases when complainants and or witnesses have been offered confidentiality by the director of student life, the committee is obligated to restrict the appearance of those in attendance to separate times.
- f. The chair shall record the minutes of all committee meetings and hearings. Proceedings of the hearing may be audio recorded by the chair with the exception of the committee's private deliberations. Committee members are not allowed to remove any of the records of the hearing from the room. At the conclusion of the hearing, the chair will attach a copy of the minutes to the evidence presented in the hearing and a copy of the committee's determination in the case. The minutes, tape and evidence are the property of the university and will be maintained by the director of student life.
 - g. Each of those accused as well as each of complainant(s) may elect to have one person present for support at the hearing, provided written notification is given to the director of student life at least 24 hours prior to the hearing. The support person must be a member of the University of Mary community (e.g. academic advisor, coach, instructor, roommate). The student's parents or attorney, even if a member of the University of Mary community are not eligible to serve as the student's support person. If a student is unable to find a person to serve in the support person role, the director of student life will appoint a member of the faculty/staff to serve. The support person is prohibited from addressing the committee or participating in the hearing. His/her role is to provide a supportive presence for the student during the hearing.
 - h. If the accused student fails to attend a scheduled hearing, the committee shall make a decision based upon the information available and the individual missing the hearing forfeits the right to any further appeal in the matter.
 - i. In the case where there is more than one student accused with the same offense associated with a single incident, the committee may elect to hear the cases separately or as a group.
 - j. The student conduct officer(s) who investigated the case shall present the findings of the university's investigation of the matter in question to the committee. The university's evidence shall be provided in the form of a written summary outlining the charges and evidence gathered in the investigation. The conduct officer will also include a summary describing the conduct status of the accused including any previous written warnings and previous actions of the Community Standards Committee against the student and any other prior violations of university policy. The director of student life or his/her designee shall be allowed a specific amount of time (normally not more than 5-10 minutes) to verbally summarize the information presented.
 - k. Similarly, the student charged with a violation shall present his or her evidence refuting the allegations in the form of a written summary. The accused student shall be afforded the same time period provided to the student conduct officers(s) to verbally summarize the information.
 - l. In order to be considered by the committee, all statements made by witnesses must be eyewitness accounts to circumstances under question and all testimony of witnesses must be signed by the witness. The testimony of any witnesses must include information about the witness' employment status, official responsibilities pertinent to the case, relationship with the accused (if any) and other information regarding any potential conflict of interest. Statements from witnesses based on hearsay, as well as the testimony in the form of character witness or expert witness, are not permissible. It is useful but not a requirement for witnesses to be available at the time of the hearing to answer questions of the committee. Committee members have the option of questioning witnesses but it is not required. Witnesses who are present will be required to wait outside the room where the committee meets until called by the committee. When the committee has completed questioning a witness, that witness will be dismissed from the room. Neither party will be permitted to cross-examine the testimony of any witness. Unless there are questions from the committee for a particular witness, the witness will not be called upon to testify.
 - m. Once the committee has reviewed the materials presented and questioned witnesses (if this option is exercised), committee members may question either the accused or the conduct officer(s).

- n. All procedural questions are subject to the final decision of the chair.
- o. When the committee has completed its questions of the participants in the hearing, the participants are excused to allow the committee opportunity to deliberate in closed session. The committee is charged with the responsibility to determine whether or not the individual is responsible for a violation of the University of Mary Community Standards for Students and if so, to determine what sanctions will apply. The committee has three options:
1) to dismiss all charges against the accused;
2) to concur with the finding of the conduct officer ; or 3) to determine if the accused is responsible for violations other than those determined by the conduct officer. While meeting in closed session, the committee shall consider only that evidence which has been presented in the hearing, and shall determine whether the accused is in violation of the university's policies. The committee shall make its determination using a standard of substantial evidence. In other words, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility, the student should be found responsible and appropriate sanctions should apply.
- p. At an appropriate time, the chair of the committee shall call for a vote of the committee in order to make a determination. In the case of a tie, the chair will cast the deciding vote.
- q. Once the committee has come to a determination of responsibility, it will then determine what sanctions will apply.
- r. All determinations of the Community Standards Committee are final. The accused, complainant(s) and the director of student life are informed of the determination(s) to the extent provided by FERPA.
- s. When the Community Standards Committee is unable to make a determination in a case because of the inability to achieve a quorum or when the vote remains deadlocked, the determination in the matter will be made by the vice president for student development. The decision of the vice president in these cases is final with the exception of those cases resulting in expulsion where a final appeal may be made to the president of the university. Appeals must be made in writing and received in the president's office within five business days.
- t. The determination of the Community Standards Committee is the final level of appeal.

L. University of Mary Conduct Levels

Student who are responsible for violating the University of Mary Community Standards for Students are assigned to one of five student conduct levels.

Each successive conduct level indicates an increased level of concern based upon the combination of the severity of the violation in question, the violator's previous history and his or her record in complying with sanctions resulting from previous violations. Each conduct level is associated with guidelines for sanctioning deemed appropriate to that particular level.

When a student has been assigned to a conduct level, additional violations are cumulative and result in the student progressing to a higher conduct level. Students who fail to comply with prescribed sanctions in the time period required risk reassignment to an even higher conduct level.

The University of Mary Student Conduct System is designed to allow students who learn from their experiences an opportunity to reduce their student conduct level. Students who satisfactorily comply with sanctions and remain free from further violations for stipulated periods of time may petition to have their conduct status lowered by one level. Additional time free of violations, as stipulated, will make the student eligible to pursue additional petitions to have his or her conduct level lowered one level per each petition.

The Director of Student Life or others responsible for sanctioning a student have the authority to determine the appropriate conduct level assigned to each student based upon the circumstances involved. When information in the Student Handbook does not indicate the recommended level for a particular violation, they have the authority to make the determination.

The five levels are as follows:

Level 1

A Level 1 status is assigned to a student when the student:

- is found responsible for a policy violation identified to be a Level 1 violation
- is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 1 status is the appropriate student conduct level

A student may accumulate up to two Level 1 violations and still remain at Level 1. However, a third Level 1 violation will result in an automatic advancement to Level 2.

Sanctions appropriate for Level 1 include (but are not limited to): warnings, monetary fines, restitution, mediation, community building activities with those

negatively affected by the violation, counseling, volunteer service and/or educational projects. Students who fail to complete sanctions required as a result of a Level 1 violation within the prescribed time period will automatically progress to Level 2 and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 1 who satisfactorily complete all required sanctions and who remain free from any further violations of the Community Standards for six weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled in a class) may petition the Student Development Council to have their Level 1 status eliminated. The petition must be in standard letter format, a minimum of 150 words, 12-point font and standard margins. The petition should include a summary of the violation(s), a well-thought response on the steps to restore goodwill with the persons impacted by his/her conduct and what s/he has learned from the university conduct system.

Level 2

A Level 2 status is assigned to a student when the student:

- is found responsible for a policy violation identified to be Level 2 violation
- is found responsible for a violation identified to be a Level 1 violation when extenuating circumstances involved warrant a higher level
- is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 2 status is the appropriate student conduct level
- is found responsible for additional policy violations while at Level 1 that warrant advancement to Level 2
- is assigned to Level 1 but fails to comply with required sanctions at that level by the stipulated deadlines

Sanctions appropriate for Level 2 include (but are not limited to): automatic parental/guardian notification of alcohol or drug law violations as permitted under FERPA, notification to the student's advisor, coach and/or other faculty and staff who serve in an advisory capacity for the student; monetary fines; restitution, community building with those negatively affected by the violation, counseling, volunteer service, behavioral contracts and/or loss of privileges for a period of 1 to 4 weeks. Loss of privileges at Level 2 can include any of the following: loss of the right to participate in student-sponsored activities, student activities and/or use campus facilities.

Students who fail to complete sanctions required as a result of a Level 2 violation within the prescribed time period will automatically progress to Level 3, and they

will be subject to those additional sanctions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 2 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for 12 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled in a class) may petition the Student Development Council to have their conduct status reduced to Level 1. The petition must be in standard letter format, a minimum of 150 words, 12-point font and standard margins. The petition should include a summary of the violation(s), a well-thought response on the steps to restore goodwill with the persons impacted by his/her conduct and what s/he has learned from the university conduct system.

Level 3

A Level 3 status is assigned to a student when the student:

- is found responsible for a policy violation identified to be Level 3 violation
- is found responsible for a violation identified to be a Level 1 or Level 2 violation when extenuating circumstances involved warrant a Level 3
- is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 3 status is the appropriate student conduct level
- is found responsible for additional policy violations while at Level 2 that warrant advancement to Level 3
- is assigned to Level 2 but fails to comply with required sanctions at that level by the stipulated deadlines

Sanctions appropriate for Level 3 include (but are not limited to): automatic parental/guardian notification for alcohol or controlled substance violations as permitted by FERPA, notification of the student's advisor and/or other faculty and staff who serve in an advisory capacity for the student, monetary fines; restitution; counseling; behavioral contracts, community building; re-assignment from campus residence facilities and/or loss of privileges for a period of 1 to 8 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled). Loss of privileges at Level 3 can include loss of the right to participate in student sponsored activities, intramurals, and/or use of campus facilities.

Students who fail to complete sanctions required as a result of a Level 3 violation within the prescribed time period will automatically progress to Level 4, and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 3 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for Students for 18 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled) may petition the Student Development Council to have their conduct status reduced to Level 2. The petition must be in standard letter format, a minimum of 150 words, 12-point font and standard margins. The petition should include a summary of the violation(s), a well-thought response on the steps to restore goodwill with the persons impacted by his/her conduct and what s/he has learned from the university conduct system.

Level 4

A Level 4 student conduct status is assigned to a student when the student:

- is found responsible for a policy violation identified to be Level 4 violation
- is found responsible for a violation identified to be a Level 1, 2 or 3 violation when extenuating circumstances involved warrant a Level 4
- is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 4 status is the appropriate student conduct level
- is found responsible for additional policy violations while at Level 3 that warrant advancement to Level 4
- is assigned to Level 3 but fails to comply with required sanctions at that level by the stipulated deadlines

At Level 4, the student's eligibility to participate in extra-curricular activities is automatically and immediately suspended for a minimum of 1 week and will remain in effect until such time as the student makes satisfactory progress, as determined by the director of student life, in completing sanctions required of him/her. Extra-curricular activities is defined in the university's "Eligibility to Participate in Extra-Curricular Activities" (Section E).

Once the student's eligibility to participate in extra-curricular activities has been restored by the director of student life, any non-compliance on the part of the student with regard to the sanctions required of him/her will result in an automatic advancement of the student's conduct level from Level 4 to Level 5.

Other sanctions which apply to students at Level 4 include (but are not limited to): automatic parental/guardian notification for alcohol and drug violations as permitted by FERPA, notification of the student's advisor, coach or other faculty and staff who serve in an advisory capacity for the student, restitution for damages, monetary fines; loss of eligibility to live in student housing and loss of any other student privileges for up to 32 weeks (not including semester breaks, spring

break, or any other time school is not in session or any period when the student is not enrolled in a class). Students who fail to complete sanctions required as a result of a Level 4 violation within the prescribed time period will automatically progress to Level 5, and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 4 who successfully complete their sanctions and remain free of any further violations of the Community Standards for 32 weeks may petition the Student Development Council to have their student conduct level reduced to Level 3. The petition must be in standard letter format, a minimum of 150 words, 12-point font and standard margins. The petition should include a summary of the violation(s), a well-thought response on the steps to restore goodwill with the persons impacted by his/her conduct and what s/he has learned from the university conduct system.

Level 5

A Level 5 student conduct status is assigned to a student when the student:

- is found responsible for a policy violation identified to be Level 5 violation
- is found responsible for a violation identified to be a Level 1, 2, 3 or 4 violation when extenuating circumstances involved warrant a Level 5
- is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 5 status is the appropriate student conduct level
- is found responsible for additional policy violations while at Level 4 that warrant advancement to Level 5
- is assigned to Level 4 but fails to comply with required sanctions at that level by the stipulated deadlines

Students placed at a Level 5 student conduct status immediately lose their eligibility to participate in extra-curricular activities at any level (including practices, workouts, meetings, and other group events). Depending on the circumstances involved, a student at Level 5 might also be immediately suspended according to Section K of this section of the student handbook.

A hearing before the vice president for student development shall be held for each student placed at Level 5. The purpose of the hearing shall be to determine if the student should be allowed to continue his/her enrollment at the University of Mary and if so, under what circumstances. The student will be invited to provide a written statement of his/her case to be submitted to the vice president for student development at least 24 hours in advance of the hearing. For support purposes, the student has the option of being accompanied to the

hearing by another member of the University of Mary community (the support person can be the student's advisor, an instructor, a coach, resident director or another student). If the student elects to exercise this option, s/he must advise the Student Development Office 24 hours in advance of the identity and nature of the relationship of the person who will be present. The support person may be present but may not participate in the hearing. The university reserves the right to have legal counsel present for the hearing. The time for the hearing will be established by the vice president for student development and normally will be within 10 business days of the student being placed at Level 5 student conduct status, unless extenuating circumstances do not allow it. If the student fails to appear at the hearing, the vice president for student development will make his/her determination based on the information available and the student will forfeit his/her right to an appeal in the matter.

After completion of the hearing, the vice president for student development will normally make his/her determination with regard to the student's status at the university within five business days unless extenuating circumstances prevent it. The vice president for student development has the authority to impose any condition or sanction s/he deems appropriate up to suspension or expulsion. With exception of cases where the outcome is expulsion (See Section O), the determination of the vice president for student development is final with no further right of appeal.

Students at Level 5 who successfully complete their sanctions and remain free of any further violations of the Community Standards for 32 weeks may petition the Student Development Council to have their student conduct level reduced to Level 4. The petition must be in standard letter format, a minimum of 150 words, 12-point font and standard margins. The petition should include a summary of the violation(s), a well-thought response on the steps to restore goodwill with the persons impacted by his/her conduct and what s/he has learned from the university conduct system

M. Sanctions

Sanctions used for student conduct matters at the University of Mary are consistent with the university's Christian, Catholic and Benedictine identity and mission. The emphasis of the sanctioning is on protecting the well-being of the community and its members, spiritual and moral development, responsibility, justice and learning.

To achieve these goals, conduct officers have broad authority in applying the following sanctions in any combination deemed appropriate to the situation.

1. Withdrawal of Student Privileges – including but not limited to eligibility to represent the university, to participate in extracurricular activities,

participate in clubs and organizations, receive awards or honors, use facilities, etc.

2. Restoration/Restitution – if a student has caused damage or loss, s/he may likely be required to be responsible for all costs and/or s/he may be required to take actions intended to repair and heal relationships and good will in the community.

3. Sanctioned Service – a student may be required to serve others or serve the community as a learning experience or as a means to restore good will.

4. Educational Sanctions – a student may be required to complete various learning activities, such as researching a topic, writing a reflective essay on a topic or completing a specified training program (e.g. an anger management course).
5. Mandated Evaluations/Counseling – a student may be required to submit himself/herself for an evaluation by a licensed addiction counselor, psychologist, psychiatrist counselor etc. at his/her own expense. Normally the student is also required to complete all recommendations that result from such an evaluation. Students may also be referred to pastoral counseling.
6. Monetary Fines – There are instances when a student may be assessed a monetary fine as part of the sanctioning process. When this is the case, the student must within 10 business days of being assessed either a) pay the entire fine, or b) obtain the approval of the director of student life to pay the fine in monthly installments and pay the first installment. Students who fail to either pay the fine or pay the first installment in their payment plan within 10 business days will be assessed a late fee of \$10. A subsequent late fee of \$10 will be assessed against the student for each week thereafter the fine is not paid or when payments are not on time. In the case of an appeal, the student is responsible to pay the fine or make the agreed upon payments by the stipulated deadlines even while the appeal is pending. If the appeal is later successful, the amount of the fine paid (minus late charges) will be refunded or applied to the student's outstanding account.
7. Suspension – is a temporary loss of one's student status and/or eligibility for certain privileges. A suspension usually persists until a specified time has elapsed or until specified conditions are met. For example, a student may be suspended for the remainder of the semester or until s/he completes an anger management course. Suspension may take any of the following forms:
 - Suspension of eligibility to enroll as a student with loss of all associated student privileges

- Suspension of eligibility to participate in extra-curricular activities or to participate or attend certain events or functions
 - Suspension of one's eligibility to live on campus
8. Expulsion – is a permanent loss of eligibility to enroll as a student at the university with loss of all associated privileges.

N. Emergency Suspension

The university reserves the right to immediately suspend any student on an emergency basis when: 1) the student is believed by university officials to be a danger to self or others; 2) a complaint or information is provided to the university providing credible information to suggest the student has engaged in conduct representing a flagrant disregard for the safety or dignity of others and/or the university's mission and values; or 3) a student is charged with a felony or another serious crime.

In such cases, the vice president for student development has the authority to immediately suspend the student. The extent of the suspension will reflect the gravity of the circumstances and may include any of the following: eligibility to participate in extra-curricular activities; eligibility to

live in or be present in on-campus student residences; eligibility to participate in specific university events or activities; eligibility to use certain university facilities; eligibility to attend specific classes; or full suspension as a student from the university which may include suspension of the student's eligibility to be present on campus.

All suspensions executed by the vice president for student development will indicate a duration which may be a period of time or may be until a certain condition is satisfied.

Emergency suspensions made by the vice president for student development may be appealed to the Assessment and Care Team (ACT). All appeals must be in writing and received in the president's office within 5 business days from the time of the suspension. The suspension should remain in effect until the appeal is approved.

O. Final Appeal in Cases of Expulsion

When, as the result of student conduct action, a student is notified that s/he has been expelled from the university by anyone other than the president, a final appeal may be made to the president. All appeals must be in writing and must be received by the president's office within five business days.

Student Grievances and Appeals

As a university that practices the values of respect and community, the university has established formal procedures for students to follow in order to resolve concerns about the conduct of or a decision of a member of the faculty, staff or administration. The goal of the procedures is to encourage students to resolve their concerns in the most constructive manner by setting forth a respectful process to facilitate discussion of student grievances in a manner that is respectful and fair to all who are involved. Students who pursue a grievance against another student or a member of the faculty, staff or administration are protected from retaliation as indicated in the University of Mary Policy on Retaliation which may be found by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Sexual Misconduct

Students who have grievances involving sexual misconduct of any kind against another student or a member of the faculty, staff or administration should follow the procedures set forth in the University of Mary Sexual Misconduct Policy to report the misconduct and pursue a formal complaint. The policy may be found by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Discrimination or Harassment

Students who have grievances involving discrimination or harassment against another student or a member of the faculty, staff or administration should follow the procedures set forth in the University of Mary Discrimination and Harassment Policy to report the misconduct and pursue a formal complaint. The policy may be found by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Hazing

Students who have grievances involving any form of hazing against another student or a member of the faculty, staff or administration should follow the procedures set forth in the University of Mary Hazing Policy to report the misconduct and to pursue a formal complaint. The policy may be found by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Grades or Other Academic Issues

Procedures to follow to pursue a grievance about grades and other academic issues are set forth in the University of Mary Bulletin. The official electronic copy of this publication may be found on my.umary.edu.

Grievances Regarding Financial Assistance

All students have the right to appeal a decision regarding eligibility for financial assistance. The following items need to be included in the appeal: a) It must be in writing. b) It must account for why the student did not meet the reasonable minimum satisfactory progress standards. c) It must provide an explanation of how the deficiency has been or will be corrected.

If the appeal is granted, financial assistance eligibility will be reinstated for the current term and, subject to review, subsequent terms.

The director of financial assistance and the vice president for enrollment services will review appeals and adjustments will be made on the basis of circumstances and supporting evidence.

Reinstatement of eligibility of financial assistance is not automatic. It is the student's responsibility to contact the Financial Assistance Office to initiate the appeal process.

Grievances Involving Parking and Traffic Citation

The process to appeal a parking or traffic citation issued by the university may be found in the university's Parking and Traffic Safety policy. The policy may be located by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Student Conduct Cases

The process for appealing decisions related to student conduct cases appears in the Student Conduct System section of the University of Mary Student Handbook.

Appeals Regarding Student Conduct Cases

The process for appealing decisions related to student conduct cases appears in the Community Standards for Students section of the Student Handbook.

Other Student Grievances

Students with any other type of grievance should follow the procedure and use the form provided under the General Student Grievances policy found at the "General University Policies" link on my.umary.edu.

Student Services

The University of Mary offers a variety of services for students designed to support student success and to create a positive living and learning environment at the university. Services include.

Campus Ministry

The University of Mary prides itself in being Catholic, Christian and Benedictine. Since faith development is a primary concern, students are strongly encouraged to practice their religious beliefs. In keeping with our Catholic tradition, Eucharistic Liturgies are celebrated during the day Monday through Friday and Sunday evenings. No classes are scheduled during the 10 AM worship period on Wednesdays to allow students, faculty and staff the opportunity to attend these liturgies and prayer services. Praise the Lord (PTL), a student-led inter-faith contemporary Christian praise and worship group sponsored by Campus Ministry also meets on a regular basis.

Campus Ministry exists to serve the spiritual and religious needs of the University of Mary community. It affirms the value of each individual and assists with spiritual growth by offering the sacraments, retreats, prayer groups, Scripture studies, volunteer opportunities and social gatherings. The Campus Ministry team is comprised of a chaplain, a director, an assistant director and a team of peer-ministers. Campus Ministry is located in the Clairmont Center next to Benet Chapel, is open to all. Students may contact Campus Ministry at 355-8150 or you can find them on the web at www.umary.edu.

Chick's Place

Chick's Place is named for Charles "Chick" Swenson, who donated the original tract of land for building Annunciation Monastery. Chick's Place, located in the Leach Center for Student Life, includes a snack bar serving a variety of popular menu items and a beverage bar serving specialty coffee drinks and smoothies. Chick's Place is open most evenings.

Convocations

A convocation is a meeting of the community in response to a call or summons. The University of Mary has a long tradition of calling the community together for its annual convocation series which features presentations, lectures and discussions on a variety of topics of educational, cultural and religious interest. Students, faculty and staff, as well as people of the region, are encouraged to attend.

Emerging Leaders Academy

The Emerging Leaders Academy is based on the belief that to be genuinely successful, both professionally and personally, individuals must contribute to their community, and that true achievers are those who learn to lead and learn to serve.

Helping students become "servant-leaders" of moral

courage is the focus of the Emerging Leaders Academy. The intent of the experimental learning activities is to promote personal and professional growth, practice collaborative and servant leadership, equip students with values-based decision making skills and develop cultural competency and a global perspective.

Mail Services

Mail Services is conveniently located on the lower level of the Harold Miller Science Center, near Marauder Cove and the U-Mary Bookstore. Hours are Monday – Friday from 8 AM to 4:30 PM. Students are advised of the following:

1. Mail will be distributed once daily Monday – Friday (with the exception of holidays.)
2. All mail that is delivered to the university mail room by 8 AM will be processed and delivered that same day. All mail that is delivered to the mail room after 8 AM will be processed and delivered the following day.
3. Outgoing mail will be picked up Monday – Friday at the following locations:
 - University Hall & Science Building: Picked up when mail is delivered in the morning.
 - Hillside & Greg Butler Residence Halls: Picked up when mail is delivered in the morning.
 - Deichert & Boyle Halls: Picked up when mail is delivered in the morning.
 - Benedictine Center: Picked up at 1:15 PM.

ATTENTION: These drop boxes are for STAMPED mail only.

4. Package notification: You will receive an email message via your University of Mary email account when a package arrives. You must present some form of identification and your email notice. This process is for you protection. Package pickup hours are as follows:

Monday – Friday 11 AM to 12 NOON
12:45 PM to 4:30 PM

5. Mail Carriers: Any mail or packages that are sent through the United States Postal Service, UPS or FedEx will come through the university mail room.
6. Lost Mailbox Keys: The student must notify the Student Development Office immediately. There will be a charge of \$25 to have a new key made. The student is responsible for this charge. Mail will be given to the student one time only.
7. Stolen Mailbox Keys: Please notify the Student Development Office and the appropriate action will be taken.
8. Broken Keys & Locks: The student must notify the Student Development Office, the lock will be replaced at the university's expense. The student will be issued a new key.

Physical Therapy Clinic

The University of Mary Physical Therapy Clinic is a teaching facility where students enrolled in the physical therapy provide physical therapy services under the supervision of the faculty who teach in the department. University of Mary students are eligible to receive services at the clinic free of charge. Treatments are available at the clinic for sport-related injuries, overuse injuries, back pain, post-surgical treatments and more. The clinic is located in Room 211 of the Richard Tschider Center for Health Sciences. Appointments are available during the academic year on Tuesdays and Thursdays at 3:15 PM and at 4 PM. Students may schedule an appointment by calling 355-8053.

Safety and Security Office

The University of Mary Safety and Security Office is located on the lower level of the Harold Miller Center in the mail room. The Safety and Security Office exists to assist students, faculty and staff with any safety or security concerns, to enforce safety policies and to promote a safe campus environment through community education. Students are encouraged to contact the Safety and Security Office for assistance with any safety concerns or questions. Each year, the Safety and Security Office publishes a Campus Security Report. Copies of the report are posted on the university's web site and printed copies are available upon request from the Campus Safety and Security Office. The office provides escort services after dark for students, faculty and staff. Mr. Mark Stephens, Director of Physical Plant, is responsible for Campus Safety and Security. Under Mr. Stephen's supervision, Bob Keller (701-355-8159) and Julius Bosch (701-471-6070) maintain Campus Safety and Security from the hours of 6:30 AM – 6:00 PM. Mr. Stephen's office hours are from 5:00 AM – 3:00 PM. The university maintains a contract with a private security firm, Bismarck-Mandan Security, to provide security services on the campus from 6:00 PM – 5:30 AM. The security officer who is on duty carries a cell phone and can be reached at 701-471-6070.

Student Health Clinic

To provide University of Mary students with high quality health service, the university has made arrangements with Mid Dakota Clinic to operate the University of Mary Student Health Clinic. The clinic is located on the lower level of University Hall, next to Marauder Cove (701-355-8288). More information may be found on my.umary.edu. In keeping with the university's Christian, Catholic and Benedictine mission and identity all services at the clinic are provided in a manner consistent with the *Ethical and Religious Directives for Catholic Health Care Services* established by the United States Conference of Catholic Bishops (USCCB).

Services Provided and Conditions Treated: The Student Health Clinic provides care for a wide variety of health concerns including:

- Allergies
- Anxiety and stress
- Asthma
- Bladder problems
- Depressed mood
- Diabetes
- Ear, nose and throat problems
- Eating disorders
- Headaches
- Muscle or joint problems
- Physical exams (athletic, employment, travel. etc.)
- Sexually transmitted illnesses
- Smoking and tobacco cessation
- Stomach problems
- Vaccinations
 - Hepatitis A & B
 - Human Papilloma Virus (HPV)
 - Influenza
 - Measles, Mumps & Rubella (MMR)
 - Meningitis
 - Tetanus (Tdap)
 - Tuberculosis screening
- Wellness Education (alcohol education, diet and nutrition, fitness, sleep)
- Women's health concerns (pap smears; pelvic exams; pregnancy testing and counseling)

Laboratory Services: The Student Health Clinic also employs a certified medical assistant (CMA-AAMA) who is qualified to offer the following lab work on-sight:

- Blood sugar testing
- Influenza
- Mono
- Strep
- Urine

Lab work for other tests can be collected on sight and sent to the main clinic (or the student's referring lab) for processing.

Pharmacy Services: The Student Health Clinic is able to provide pharmacy services to students at the University of Mary through daily courier service from the main clinic. All prescriptions will be available for pick up at the clinic.

Clinic Staff: The Student Health Clinic is staffed by Mid Dakota Clinic employees including a certified family nurse practitioner (FNP-C) who is qualified to provide office

medical services including the ability to diagnosis and treat common acute and chronic illness and conditions and the ability to prescribe medication. Also on staff is a certified medical assistant.

Referrals: As employees of Mid Dakota Clinic, the staff at the Student Health Clinic is able to facilitate referrals for U-Mary students with a need to be seen by the team of Mid Dakota specialists for any service or procedure not available at the U-Mary site.

Eligibility for Services: University of Mary students, faculty and staff are invited to use the University of Mary Student Health Clinic for their health care needs. In all cases, consistent with its standard business practices, Mid Dakota Clinic has the right to refuse service to any patient who is abusive or otherwise disrupts the operation of its clinics.

Costs: Patients will be billed for the services received at the University of Mary Student Health Clinic. If insured, the fees will first be billed to the patient's insurance carrier and the balance will be billed to the insured. If uninsured, the patient will sign an insurance waiver. Enrolled University of Mary students will receive services regardless of their ability to pay.

Patients who receive services from the clinic are responsible for providing Mid Dakota Clinic with all necessary insurance information and should contact Mid Dakota Clinic with questions or concerns about charges.

Hours of Operation: During the academic year, Student Health Clinic hours are Monday-Thursday, 9 AM to 4 PM and Friday 8:30 AM to NOON. The clinic is open according to a limited schedule during August and May. Check with the clinic for hours.

Appointments: Appointments are recommended but walk-ins are welcome and served in the order they arrive with preference given to patients with a scheduled appointment. Appointments may be scheduled by phone at 355-8288 or online at my.umary.edu.

Student Success Center

New in 2012, the Student Success Center was formed by combining several existing student services into one department. Plans for the future include a new facility to be located in the new Campus Center. Until then, students will find the programs that are a part of the Student Success Center in their same locations (most are located on the lower west wing of the Benedictine Center). They include:

Advising and Mentoring

The Advising and Mentoring Center is located in the lower west wing of the Benedictine Center in Room 121/122. The purpose of this unique new student service is to help students with questions or concerns, regardless of what the nature of the question or

concern might be. The staff works closely with faculty and the staff of the various administrative offices and student services so they are able to help students with a wide variety of questions and concerns. Students are welcome to schedule an appointment or drop in. Hours are Monday through Friday, 8 AM to 4:30 PM. You can reach a member of the staff by calling 701-355-8357 or at advisingcenter@umary.edu.

Career and Testing Services

Career and Testing Services, located adjacent to the Burgum Computer Lab on the lower level of the Benedictine Center for Servant Leadership, offers a wide variety of services and resources to help students facilitate their career development and job search process. Among the many programs and services available to University of Mary students and alumni are:

- Individual career counseling and career testing
- A career decision-making course for "deciding" students
- Career resource library (employer information, videos, CDs/DVDs, books, websites etc.)
- Workshops on resume, cover letter, mock interviews and job search preparation
- Career mentor and job-shadowing contacts
- Career, internship, graduate studies and community fairs
- Marauder Career Network online job and internship data base at www.myinterfase.com/umary/student
- Credential files for Education majors
- Testing including CLEP, DSST, PRAXIS, and PPST
- Assistance with application and personal statement to graduate and professional programs

Counseling Services

Confidential counseling is available for students for a variety of concerns including: personal growth and adjustment issues, relationship concerns, roommate conflicts; family issues, difficulties with motivation, depressed mood, anxiety, body image, and weight control and issues relating to eating behaviors. The University of Mary Student Counselor also provides referrals to community mental health and substance abuse agencies. The Counseling Services office is located in Room 1502 of the Benedictine Center for Servant Leadership.

Learning Services

Learning Services helps students develop more effective study skills for better learning. Assistance is provided to help students with:

- Strategies for enhancing memory and retention of material when reading text books
- How to create an environment for effective learning
- How to take notes when reading and when attending a lecture

- Strategies for test-taking (e.g. how to study for a multiple choice test; how to study for an essay test, etc.)
- Time management and organizational skills

Any enrolled student at the University of Mary qualifies for services at the Learning Services is located on the lower level of the Benedictine Center for Servant Leadership (701-355-8264).

New Student Orientation

The New Student Orientation Committee plans, schedules, coordinates and evaluates the university's fall and spring orientation programs for all new undergraduate students. The goals of orientation are to help new students and their families: a) become familiar with the campus and campus resources; b) learn about the University of Mary's values and traditions; c) ease the student's transition into the first year experience and America's Leadership University Seminar; and d) facilitate a successful adjustment to the academic environment and university life.

Student Accessibility Services

Student Accessibility Services (SAS) assists students who are in need of accommodations to be able to access programs and services at the university because of a disability or a disabling condition (e.g. an illness, medical condition or temporary injury that limits the student's ability to function in one or more activities required for daily living). Services include but are not limited to:

- Accessible seating in classrooms and labs
- Electronic textbooks and handouts
- Note-taking services
- Scribe services
- Distraction-reduced testing environments
- Extended time for test-taking
- Priority registration and class schedule accommodations
- Accessible residence hall facilities
- Accommodations in dining services
- Accommodations for students who are hearing or sight impaired

Students who have need of accommodations are responsible to apply at the SAS office. As part of the application process students are responsible to provide documentation of their disability or diagnosis and related functional limitations for any accommodation requested. All documentation must be current and it must be provided by a qualified professional. Requests for accommodations should be submitted at least 60 days prior to the date they are needed. Applications and information about what documentation is needed is available from the SAS Office located in the Benedictine Center for Servant Leadership (701-355-8264).

Student Support Services

Student Support Services is a program funded by the U.S. Department of Education. This program is designed to provide an array of services promoting graduation from college for U.S. citizens who are low income; and/or whose parents did not complete a bachelor level degree and/or who are qualified under the Americans With Disabilities Act. Students interested in applying to the Student Support Services must demonstrate a need for academic assistance. Services offered by this program include:

- Learning skills development through computerized instruction in reading, writing and math
- Computerized tutorial programs in math, science, reading and writing, PPST practice
- Academic advising
- Course selection assistance
- Personal advising
- Cultural and social activities
- Career advising
- Graduate school admission assistance
- Peer tutorial assistance
- Professional tutorial assistance
- Financial aid application assistance

Tutoring Services

Tutoring Services employs students who have demonstrated mastery of a particular course to tutor students with academic need. The tutoring is provided is free of charge.

- Tutoring is available for most 100-200 level courses
- Tutoring is not provided for independent study courses, internships or distance education courses
- Tutoring may be provided in groups
- Students receiving tutoring will need to commit to a minimum of two hours per week
- Each tutor will work with an average of 3 to 5 students each semester

Student Volunteer Program

The University of Mary is committed to developing student leaders through service learning and volunteerism. The purpose of the Student Volunteer Program is to assist students in making connections with local agencies and to provide services free of charge. Some of the Universities majors and/or courses require a certain number of service hours as part of the curriculum. In addition to providing service, the student is asked to reflect on the meaning of service-learning as it relates to the broader community. Volunteer hours may be recorded in the Student Volunteer Office as a permanent record.

University Bookstore

The University Bookstore is maintained for the convenience of students to purchase textbooks, school supplies,

monogrammed items, snacks, stamps, and health and beauty supplies. The bookstore is located on the lower level of University Hall. Bookstore hours are 8 AM to 6:30 PM Monday through Friday and 1 to 5 PM on weekends during the academic year. Summer hours are 8 AM to 4:30 PM Monday through Friday.

Textbook buybacks are offered during finals week as well as two days at the beginning of each semester. Textbook information can be found at the my.umary.edu website via the quick links button. VISA, MasterCard, and Discover cards are accepted along with cash and checks.

Welder Library

Welder Library is located in the center of campus in a beautiful facility acclaimed for its architectural design and featuring a spectacular view of the Missouri River Valley. Library hours are posted on the library's web page which is accessible from the university's website. University of Mary students, faculty and staff, as well as any person having a library card from a member of the Central Dakota Library Network, are allowed to check out materials. Books and media loan for four-weeks. Periodicals, reference materials, reserve materials, and equipment must be used in house. Patrons have access to over 70,000 print and media titles, plus more than 50 databases with 37,800 full-text titles. Free electronic interlibrary loan provides access to materials not available at Welder Library.

Writing Center

The University of Mary Writing Center is open to all students who may want help with specific writing assignments. The Center is staffed, on a rotating basis, by well-trained upper-division English majors, who are participating in a Writing Center Practicum during the course of the semester and who are ready to work with students on all writing projects. The Writing Center does not, in any sense, offer a drop-off editorial service; Writing Center Practicum participants will not write or re-write papers for anyone. Instead, the Writing Center is a place to work with additional support, on writing projects. Staff members will work with writers wherever they are in developing a written assignment. The Writing Center is located in a large conference room on the Main level of Welder Library. Students should look for signs on the conference room door and window. Online or distance students can access the Writing Center by sending an e-mail to writingcenter@umary.edu; they will be asked to attach information about an assignment and the rough draft on which they're seeking feedback.

Student Organizations

At the University of Mary, student organizations are part of the Student Involvement Program under the leadership of the Student Involvement Coordinator and the Director of Student Life. The Student Involvement Coordinator publishes the University of Mary Student Organizations Manual which serves as the official source of information for student organizations about relevant policies and requirements. The manual serves as a resource for student organization leaders and advisors, as well as students interested in starting a new student organization. Each student organization is responsible to be familiar with and comply with the policies and procedures in the manual, which may be obtained from the Student Involvement Coordinator or from the Student Development Office.

Students interested in starting a new organization at the university should contact the Student Involvement Coordinator at studentorgs@umary.edu for information about the process to obtain a temporary permit for a new student organization. A temporary permit is required before the new organization can begin functioning at the university. All new student organizations granted a temporary permit will be required to complete the necessary steps to secure an official student organization charter within a specified time period as determined by the Student Involvement Coordinator.

To remain in good standing with the university, all student organizations must comply with university policies and submit various administrative reports by stipulated deadlines as set forth in the University of Mary Student Organizations Manual. In addition, each chartered student organization must periodically follow a process to renew the organization's charter as indicated in the manual. Student organizations that fail to comply with administrative requirements as well as those that violate university policies are subject to administrative action which may include probation or revocation of the organization's charter.

At the time of publication of this edition of the Student Handbook, the following student organizations have been officially chartered by the university and have been certified by the Student Involvement Coordinator to be in good standing:

Circle K

Circle K is a college level branch of Kiwanis International. As a service leadership organization it strives to benefit Bismarck and the University of Mary community and to provide mentoring opportunities with local professionals. Members assist in service projects both on campus and in the community. Membership includes those who want to be involved in serving others and have fun doing it.

Advisor: Sr. Gerard Wald, 355-8228,
gerwald@umary.edu

Collegians for Life

The goal of this pro-life organization is to call students to respect for all life. Responsible decision-making is the product of a well-formed and well-informed moral conscience. Through education and love, Collegians for Life promotes the sanctity of human life in all stages of development. It is for this reason, the organization meets to discuss pertinent life issues and hosts professional speakers who offer options to protect those most vulnerable among us, namely; the unborn, the sick and the elderly. Collegians for Life is a non-denominational organization and is open to all.

Advisor: Sister Hannah Vanorny, 355-8374,
hmvanorny@umary.edu

Environmental Coalition of Students (ECOS)

The purpose of the club is to promote environmental awareness among the University of Mary students. The club is active in recycling of paper, organizing discussions of current environmental issues and writing letters to local representatives. Membership in the club is open to all students and employees of the University of Mary. Members actively promote campus beautification efforts and the activities related to the celebration of the annual Earth Day.

Advisors:

Dr. Krystyna Gorzelska, 355-8066, kgorzel@umary.edu;
Fr. Victor Feser, 355-8120, vgfeser@umary.edu

Fellowship of Christian Athletes (FCA)

Fellowship of Christian Athletes stresses commitment and accountability while we walk daily in the example of Christ, the servant leader. Students gather to reflect on scripture and relevant issues facing college students. The student-led organization invites all students — athletes as well as non-athletes — to share in fellowship and fun. This is an opportunity to support one another and to participate in campus life. FCA is open to and warmly welcomes students of all denominations.

Advisor: Fr. Benedict Fischer, 355-8267,
bjfischer@umary.edu

Knights of Virtue

The purpose of Knights of Virtue is to provide men enrolled at the University of Mary an opportunity to support one another in spiritual growth and development. Open to men of all faiths, participants strive to grow in holiness as men committed to leading a virtuous life using Christ and his many saints as exemplars. The study of the virtuous life is based on Scripture and incorporates the writings and teachings of experts in the field of masculine spirituality. Throughout the year, the Knights of Virtue sponsor many group activities and service projects.

Advisors:

Jerome Richter, 355-8072, jjrichter@umary.edu;
Michael McMahon, 355-8224, msmcmahon@umary.edu

Lions Club

Affiliated with Lions International, the University of Mary Lions Club provides opportunities for friendship while developing valuable leadership and project management skills through involvement in service learning projects. Through participation, students make a real difference in addressing needs in the community.

Advisor: Lynn Geary, 355-8126, lgeary@umary.edu

Marauders on Business (MOB)

Marauders on Business (MOB) is a business club that is open to all disciplines, promoting networking, socialization and providing opportunities for growth and enrichment while in school. MOB is proud to be affiliated with Collegiate DECA, which allows students to develop both personally and professionally. Our motto: "Go Beyond."

Advisor: Karel Sovak, 355-8042, ksovak@umary.edu

Math/Science Association (MSA)

The Math/Science Association welcomes any student or faculty member in medical, math or science related fields. MSA is devoted to providing useful information pertaining to the members' various disciplines through speakers, panel discussions and field trips. Members help host the ND State Science Bowl, work with elementary school students to spark their interest in science and participate in campus activities.

Advisors:

Dr. Marla Behm, 355-8019, mbehm@umary.edu;

Sr. Nicole Kunze, 355-8207, nkunze@umary.edu;

Gwen Niksic, 355-8198, gwenmn@umary.edu

Music Education (CNAfME)

The University of Mary Student Chapter of the National Association for Music Education or CNAfME provides students at the university the opportunity to be involved in a national professional music organization. Music majors, minors and students interested in music as an avocation are eligible for membership. Members organize trips to participate in state, regional and national conferences; assist the faculty in development of student policies and assist with music festivals, tours, recitals, music scholarship days, honor days and open houses.

Advisor:

Dr. Tom Porter, 355-8137, tjporter@umary.edu;

Nursing Students Association (NSA)

NSA is open to all students who are preparing for the nursing profession. This organization introduces the student to professional and community involvement. Members may participate in local, state and national NSA, which allows great networking with nursing students from other universities. NSA enhances leadership potential. Membership in NSA also provides for scholarship opportunities. Each year a Student Nurse of the Year is selected from the NSA membership.

Advisors:

Dr. Julie Klein, RN, 355-810, jeklein@umary.edu;

Dr. Sherry Messmer 355-8203, smessmer@umary.edu

Optimist Club

The purpose of the University of Mary Optimist Club is to provide hope and positive vision through the members of this club as it will bring out the best in kids; to help develop optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote patriotism and work for international accord and friendship among all people; and, to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the well-being of humankind, community life and the world.

Advisor: Karel Sovak, 355-8042, ksovak@umary.edu

PACS

PACS (Psychology, Addiction Counseling, Criminal Justice, and Social Work) fosters interest in and identification with human service professions by providing opportunities for students to become involved in human service endeavors within the community, including the university. It serves as a monthly forum for discussion of ideas and issues of interest to human services majors, facilitates leadership, and encourages socialization among human service students.

Advisors:

Tim Schuetzle, 355-8147, ttschuetzle@umary.edu;

Michelle Westbrook, 355-8057,
mawestbrock@umary.edu

Physical Therapy Club (PT Club)

The PT Club is an organization for any student at the University of Mary who is interested in the field of Physical Therapy. The purpose of the club is to promote awareness of the physical therapy profession through education and service and to promote a sense of community among students interested in the profession. The PT Club is affiliated with the Student Physical Therapy Association (SPTA) which is made up of students enrolled in the Physical Therapy program.

Advisors:

Dr. Jody Eckert, 355-8246, jleckert@umary.edu;

Dr. Heather Lundeen, 355-8364, hmlundeen@umary.edu

PI THETA EPSILON (Beta Pi Chapter)

Beta Pi is the University of Mary Chapter of PI THETA EPSILON, the National Honor Society for Occupational Therapy students. The purpose of the organization is to advance the profession of occupational therapy and to promote scholarship. Students are invited to join this organization based on academic standing.

Advisor: Dr. Carol Olson, 355-8156, olsonc@umary.edu

Pre-Dental Club

The purpose of the Pre-Dental Club shall be is to provide guidance to the undergraduate interested in a future in dentistry or related fields. The club provides members with opportunities to meet professionals and other students interested in the field and to become involved in the profession at the student level. Members develop leadership skills, get involved in community service and sponsor social activities for club members. The Pre-Dental Club is also an excellent way to gain advice from experienced peers about classes, requirements, and the dental school application process.

**Advisor: Dr. Margaret Nordlie, 355-8148,
mnordlie@umary.edu**

Pre-Law Club

The purpose of the University of Mary Pre-Law Club is to provide opportunity for all interested students to explore the legal profession through interaction with attorneys from the region, representatives from schools of law, legislative interaction and field experiences. Members will also be acquainted with the procedure for law school admission and LSAT preparation. Future goals include participating in the American Mock Trial Association Tournaments and other regional associations.

**Advisor: Dr. Mark Springer, 355-8164,
mmspringer@umary.edu**

Respiratory Care Club

Respiratory Care Club welcomes anyone who is currently enrolled in respiratory care studies or who has an interest in this career field. Contact the advisor for more information and a schedule of meeting times.

Advisors:
Dr. Elizabeth Hughes, 530-7758, bhughes@primecare.org;
Chris Sperle, 530-7756, csperle@primecare.org

Spanish Club

Spanish Club welcomes anyone who is currently enrolled in Spanish studies or students who have an interest in keeping up their Spanish conversational skills. Spanish Club offers an opportunity to become involved in Spanish activities as well as to meet Spanish speakers.

**Advisor: Angela De La Cruz, 355-8109,
adelacruz@umary.edu**

SPURS

SPURS is a national honor service organization for both men and women. Members are chosen every year on the basis of scholarship, service to others, participation in university activities, personal integrity and dependability. SPURS live up to their motto: "At Your Service." At weekly meetings they plan activities to promote a spirit of unity and participation among the students. They usher, serve and assist in many other ways both at the university and in the community.

Advisor: Sr. Gerard Wald, 355-8228, gerwald@umary.edu

Student Equity Club (S.E.C.)

The purpose of SEC is to invest a portion of the University of Mary endowments in order to outperform the equity market as measured by the S&P 500, our benchmark. This goal will serve to enrich the investment knowledge of involved members by their participation in formulating successful investment strategies through the research and analysis of debt and equity positions within the framework of their given markets.

Advisor: Dr. Feng Jiao, 355-8351, fjiao@umary.edu

Student North Dakota Education Association (SNDEA)

SNDEA is a pre-professional organization of students studying to be teachers. Its aim is to promote SNDEA ideals and the active search for higher standards of education by informing students of current developments in the field of education.

**Advisor: Dr. Daphne Ghorbani, 355-8065,
dghorbani@umary.edu**

Student Occupational Therapy Association (SOTA)

Interested students or potential program applicants in the occupational therapy profession are welcome to participate in the Student Occupational Therapy Association. Students have opportunities to learn about occupational therapy and promote the profession throughout the university and the community. Personal and professional leadership is fostered as students have opportunities to interact in social, educational, political, professional and service-oriented activities with each other and the community through SOTA. Students are encouraged to become active in professional OT associations at local, state and national levels. Each year a representative from the University of Mary SOTA is elected to attend the national AOTA conference to represent student OTs on our campus.

**Advisor: Dr. Terry Anderson, 355-8011,
tander@umary.edu**

Student Physical Therapy Association

The purpose of the SPTA is to bring together PT students in the professional program for social, educational, and service-oriented functions. The SPTA board, comprised of student leadership from all 3 classes, meets a minimum of 2 times/semester to plan events. The SPTA is responsible for promoting physical therapy on the campus with a special focus on PT Month (October). Annual events include Homerun Heroes and mock interviews for PT student applicants.

Advisors:
Dr. Mary Dockter, PT, 355-8045, mcdoc@umary.edu;
Dr. Melissa Taylor, PT, 355-8309, mmtaylorumary.edu

Students in Free Enterprise (SIFE)

SIFE is a professional development organization for students looking to develop their educational/mentoring skills. Students are able to network with quality students from around the world and teach community members in the concepts of market economics, success skills, entrepreneur-

ship, financial literacy, environmental stability and business ethics in an experiential environment.

Advisor: Karel Sovak 355-8042, ksovak@umary.edu

Students Today Leaders Forever (STLF)

The purpose of STLF is to reveal leadership through service, relationships and actions. Throughout the year, STLF members participate in a variety of local service projects and raise funds to travel over Spring Break doing service work to assist those in need. Each member is encouraged to develop his/her own leadership style by putting that style to use.

Advisor: At the time of publication, the advisor position was vacant. For information about this organization contact the Coordinator of Student Involvement at studentorgs@umary.edu.

University of Mary Athletic Training Student Association (UMATSA)

UMATSA is an organization which seeks to promote the profession of Athletic Training in accordance with the National Athletic Trainers Association. UMATSA strives to help students attend state, district, and national conventions and conferences; gain experience in areas that they would not traditionally see in the University setting; and bring in outside speakers to increase the knowledge of the association. Membership is open to any student enrolled in the athletic training major.

Advisor: Rachel Krug, 355-8206, rakrug@umary.edu

University of Mary College Republicans

The purpose of the University of Mary Young Republicans is to create excitement, awareness and understanding of Republican ideals, to influence individuals on campus and in our communities, and to provide open discussion and participation in government and the Republican Party. This organization is affiliated with the North Dakota College Republicans.

Advisor: At the time of publication, the advisor position was vacant. For information about this organization contact the Coordinator of Student Involvement at studentorgs@umary.edu.

U-Mary Physical Health Education, Recreation and Dance (UMPHERD)

UMPHERD is an organization whose purpose is to gain a greater knowledge and skills for Physical Education beyond what is learned in the basic classroom. The organization strives to provide professional growth in this career as well as serve the community and bring about a better understanding of P.E. Membership is open to physical education and coaching major and/or minors.

Advisor: Rick Neumann, 355-8054, neumann@umary.edu

University of Mary Young Democrats

The purpose of the University of Mary Young Democrats is to help University of Mary students learn about the values and ideals for which the Democratic Party stands and to encourage discussion about how these ideals and values apply to the issues we face today. We work to elect Democratic candidates at all levels of government, and we provide opportunities for our members to learn about the American political process, develop leadership skills and to gain experience to help them become the future leaders of our nation, state and local communities.

Advisor: Mark Haugen, 355-8231, mkhaugen@umary.edu

Vera Forma

Vera Forma provides women enrolled at the University of Mary an opportunity to support and encourage one another in spiritual growth and development. Open to women of all faiths, we follow Christ and his many saints as we look to advance on the path to holiness. Using Scripture and the writings and teachings of experts in the field of feminine spirituality we seek to uncover that which defines and sustains the virtuous life as women. Throughout the year, we sponsor many group activities and service projects.

Advisor: Lindsay Adornato, 355-8275, lnadornato@umary.edu

Student Activities

The Office of Student Life is responsible for the approving and scheduling for all activities for students at the University of Mary. The planning and coordination of activities is the responsibility of the Marauders Activities Committee (MAC), which serves as the student activities programming body for the university. The Student Activities Coordinator serves as MAC's advisor and students make up the executive board of the committee. MAC meets on a weekly basis and all students are welcome to attend meetings to gain more information about MAC, assist in planning an event, or to bring programming ideas forward.

MAC sponsors a variety of events throughout the year such as dances, grocery store bingo games, study-a-thons, movie nights, and athletic competitions. MAC also offers support for educational and wellness programs on campus.

Getting involved with MAC is as easy as showing up to a weekly meeting. From there, you can springboard into planning and executing a MAC event for campus! Many students enjoy the leadership and event planning experience MAC has to offer.

Contact Information

To contact MAC, you may email mac@umary.edu. MAC does not have an office location, but you can inquire in person at the Student Development office for more information.

Calendar of Events

All MAC events are advertised on MAC's Facebook page, through fliers, table tents, and on the University of Mary portal site. All students have access to the portal calendars through my.umary.edu. Students can access information about all university events from the portal, including academic, athletic, and student activities.

Policies

MAC recognizes that in order to best serve the university and the student population, standardized policies must be in place. This ensures two important issues; the safety of all participants and support of the university's mission. The Benedictine values of community, hospitality, service, respect for persons, prayer, and moderation factor into each MAC event. As such, MAC events hold differing protocols and requirements, but at minimum, events require participants to comply with the following policies:

- Alcohol free – The University of Mary is an alcohol-free campus and all activities occurring on campus, or off-campus events that are sponsored by a university group such as MAC, a student organization, team, etc., will remain alcohol-free. The university reserves the right to refuse admission or service to a student if the student is intoxicated or if the student brings alcohol to an event.
- Substance free – Similar to the alcohol-free policy, the University of Mary is a substance-free campus (in this instance to mean any illegal drug, substance or para-

phernalia), and all activities occurring on campus or off-campus that are sponsored by a university group such as MAC, a student organization, team, etc., will remain substance-free. The university reserves the right to refuse admission or service to a student if the student is under the influence of a substance or brings any substances to an event.

- Identification – In order to participate in MAC events, students must present a valid U-Mary Mcard.
- Guests – We do allow non-U-Mary students to participate in some events, such as dances. When this is the case, advertisements for the event will indicate that guests are welcome. Non-U-Mary students may attend such open MAC events as long as the guest is 18 years of age or older, presents valid identification, pays the appropriate admission fee (when required), agrees to sign a waiver (in the case when a waiver is required), and remains with his/her U-Mary host/hostess. The U-Mary student that signs in a guest assumes all responsibility for his/her guest. Also, a student is limited to host only one guest per event.
- Conduct – MAC reserves the right to remove any individual from an activity whose conduct is not consistent with the university's values and standards.
- For a complete record of all MAC policies, protocols, and procedures, please refer to the Student Activities Handbook. The Student Activities Handbook is available upon request.

Event Planning Policy

MAC strives to produce inclusive and energetic programming for the entire campus but should a university student wish to spearhead an event on his/her own, the proper event approval protocol must transpire.

Individual students are not allowed to plan events, but students wishing to produce events for campus may seek involvement with MAC to bring their ideas to light. Student organizations, teams, and classes, all of which work under the advisement of a staff or faculty member, may seek approval for a campus event by submitting a completed Event Approval form to the assistant director of student life. Event Approval forms are located in the Student Development office and this form walks students through what the event approval process entails.

The Event Approval process is in place in order to respect the resources of the university, other groups which have events in place, and to ensure that events uphold the Benedictine values of the university. The Event Approval form details the steps of event planning and execution, and the assistant director of student life will serve as a resource and assistant to groups throughout the process. In order to allow an appropriate amount of time for planning and approval, student groups should submit a completed Event Approval form at least five weeks prior to the anticipated event date.



UNIVERSITY OF MARY
America's Leadership University

BISMARCK CAMPUS MAP

- | | | |
|--|--|--|
| 1. Harold Schafer Leadership Center | 7. Greg Butler Hall | 14. Arno Gustin Hall |
| 2. Saint Scholastica Hall for Women
& Saint Joseph's Hall for Men | 8. Hillside Hall | 15. Clairmont Center for Performing Arts |
| 3. Benedictine Center for Servant Leadership | 9. Richard A. Tschider Center for Health Science | 16. Harold J. Miller Center |
| 4. Boniface Hall | 10. McDowell Activity Center | 17. Casey Center for Nursing Education |
| 5. Gary Tharaldson School of Business | 11. Leach Fieldhouse | 18. North Campus Residence Hall |
| 6. Welder Library | 12. Leach Center for Student Life | 19. Deichert Hall |
| | 13. University Hall | 20. Boyle Hall |



UNIVERSITY OF
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*America's
Leadership
University*