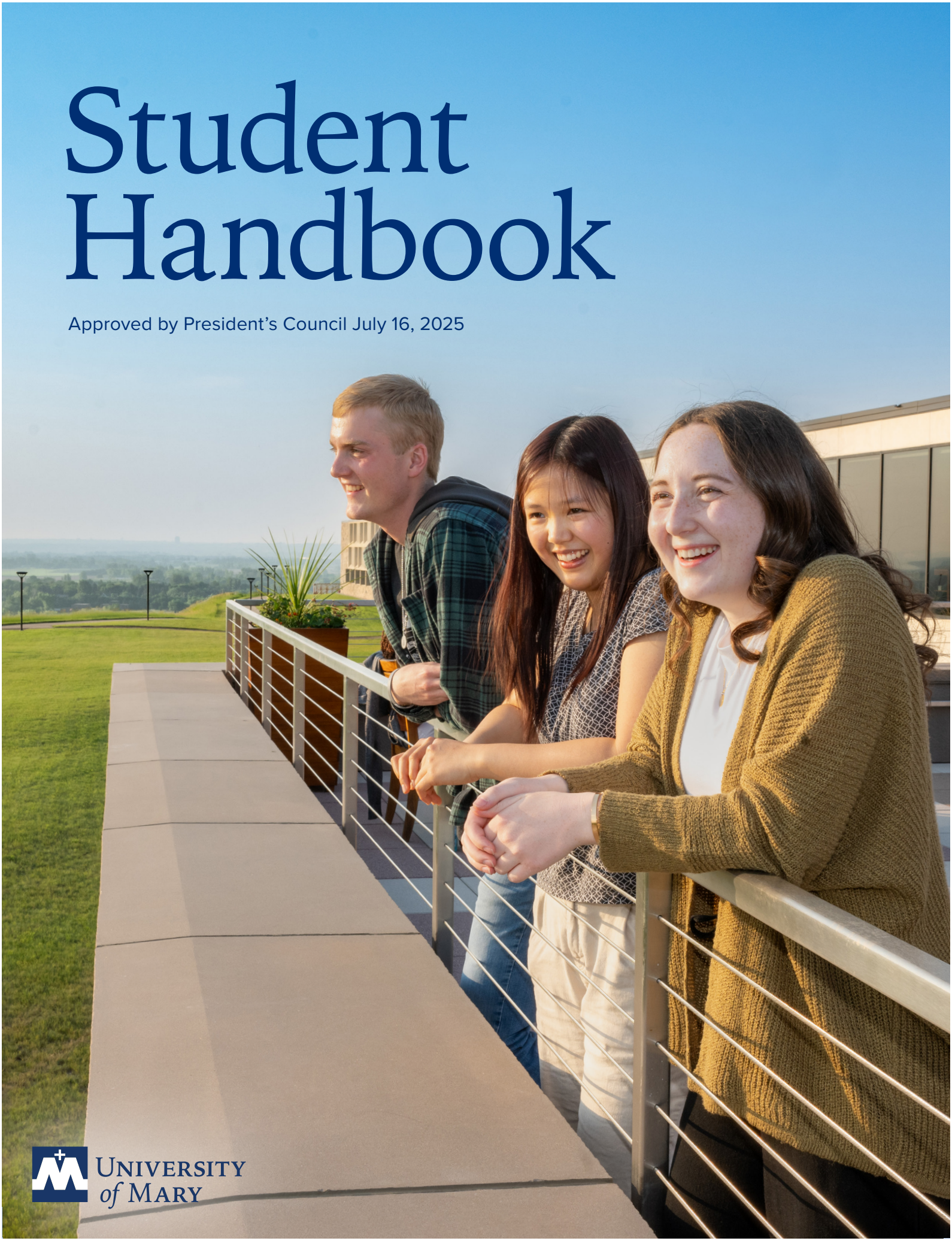
Student Handbook

Approved by President's Council July 16, 2025



University of Mary

Message to Students

Dear Students,

My name is Reed Ruggles, and I serve as the Vice President for Student Development. On behalf of everyone at the University of Mary, I want to extend a warm welcome to each of you. We are honored and grateful that you chose Mary, and we believe it's one of the greatest investments you and your family will ever make. We believe this because you matter to us, and we care about your future. We especially care about your eternal future and know that everything you do on this earth prepares you for it. That is why our university is committed to providing you with an *Education for Life*.

An *Education for Life* is holistic. Not only does it offer you necessary skills and training for your professional life, but most importantly, it provides you with the formation to know you are a child of God created for a great purpose. This brings meaning to your life no matter what setbacks come your way.

Within our Office of Student Development, we know that development is not just a service we provide to our students, but rather, a relationship we enter into with each of you. Here at the University of Mary we are committed to fostering relationships by inviting you into encounter with God, self, neighbor, and the world. As this unfolds, your life transforms, you experience lasting joy and happiness, and you become a source of radiance, life and hope for the world around you!

Thank you for choosing Mary! May she watch over you in all your days ahead.

In Christ,

Dr. Reed A. Ruggles
Vice President for Student Development

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About the Student Handbook

Description

The University of Mary Student Handbook (hereinafter the 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, student policies, and information about the student conduct process. The Student Handbook also serves as a helpful resource for students as it contains important information about student services and opportunities for student involvement.

The policies in the Student Handbook have been developed to reflect the University's Christian, Catholic, and Benedictine identity and mission. It is fundamental to the University's mission to uphold Catholic teaching and administer to it. Therefore, the policies have been formulated to facilitate the spiritual, moral, and ethical development of students in accordance with the understanding of the formation of the human person from the Catholic Intellectual Tradition and the Benedictine Wisdom Tradition that both so beautifully emphasize development of the whole person – mind, body, and soul.

The Student Handbook is published by the Student Development Office. The official copy of the Student Handbook is the electronic copy accessible from the Student Life section of the University's signature web page, at the following link:

www.umary.edu/StudentHandbook

The contents of the official electronic copy of the Student Handbook supersede and replace all printed copies and all previous editions of the Student Handbook.

Every effort has been made to unify this handbook with existing university policies. If there is a conflict between the policies and regulations contained in the Student Handbook and policies published in Student Government documents, the Student Organizations Handbook, 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 source of official information as listed below, the Executive Vice President of the University will determine the policy that will apply.

Student Responsibility for the Student Handbook

The Student Handbook is an essential publication for all students. All enrolled students are required to be familiar with its contents and to comply with all policies, rules, regulations, and procedures therein. This requirement applies to all undergraduate, graduate, and special admission students as well as students enrolled online, at the University's distant sites and campuses, and those enrolled at the main campus. Students who fail to comply with University policies and procedures, including those published in the Student Handbook and other official sources of information, 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 website and the University's student portal, my.umary.edu. Printed copies of the Student Handbook are available upon request at the Student Development Office located in the Benedictine Center for Servant Leadership. Students who need the Student Handbook in an alternative format may contact the Office of Student Accessibility Services located on the lower level of Welder Library for assistance.

Student Handbook Revisions

Each year, Student Development reviews the Student Handbook in consultation with the University's Legal Counsel and Title IX Coordinator to determine the need for revisions and updates to policies. Students, faculty, staff, and the various governance bodies at the University may submit proposed changes to be included in a new edition of the Student Handbook to the Director of Student Life. All proposed updates and changes to the Student Handbook are submitted to the President's Council for final review and approval. When the Student Handbook is revised, changes become effective when the electronic copy of the new handbook is posted online.

Other Sources of Official Information for Students

The Student Handbook is not intended to be the University's only source of official 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 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.
2. **The University Catalog** (catalog.umary.edu): Published by the Office of Academic Affairs, the Catalog is the University's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition, fees, and financial assistance. The Catalog is available online on the University's web page.
3. **General University Policies**: (www.umary.edu/GeneralPolicies) General University Policies are University policies that apply to students, faculty, and staff. All students are required 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. **The Student's On-Campus Unit Box**: Residential students are provided a unit box where they can receive mail. The University may send official information to the student's unit box. Students are advised to check their unit box on a regular basis (at least twice a week is recommended).
6. **University of Mary Student Account Publications**: The most current student account information is available from the Student Account Department including:
   - University of Mary Tuition and Fee Schedule
   - Fee Refund Schedule
   - Payment Information
7. **Meal Plan Brochure**: (www.umary.edu/Dining) Each semester, the Dining Operations Committee publishes a Meal Plan Brochure describing the various meal plans available to students. The brochure includes the terms and conditions of each plan. Printed copies are available at the Crow's Nest and Student Development Office.
8. **The Campus Security Report**: (www.umary.edu/GeneralPolicies) In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Campus 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 being familiar with the information contained in these reports. Electronic copies of the reports are available from the University's website. Printed copies are available upon request from the Campus Safety and Security Office (security@umary.edu).
9. **Student Organization Program Manual**: (www.umary.edu/StudentOrganizations) This publication contains policies and procedures for all student organizations. The full listing of active student organizations can be found on the University of Mary website on the "Life at Mary" tab under "Student Organizations." Contact the Student Involvement Coordinator at stlife@umary.edu or 701-355-5194 for additional information. Printed copies are available upon request at the Student Involvement Center and Student Development Office.
10. **University of Mary Housing Portal:** (www.umary.edu/housingportal) The University of Mary's Housing Portal serves as an electronic resource for students to apply for housing, sign their housing agreement, and request housing preferences. The portal also includes important information relevant to each housing cycle.

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 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, regulations, or Community Standards of the University.

Disclaimer

Every effort is made to ensure the accuracy of information contained in the Student Handbook at the time of publication. The policies in the handbook provide guidelines for expected behaviors and standards of conduct, but do not constitute a contract or promise of any kind to the University's students. 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. In the event of a dispute regarding enforceability of any policy or process contained in the handbook, the laws of the State of North Dakota will apply.

About the University

The University of Mary was founded by the Benedictine Sisters of Annunciation Monastery as Mary College on November 17, 1959 in the Roman Catholic Diocese of Bismarck, in the State of North Dakota. It became the University of Mary on September 27, 1986. Accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC – NCA) has been continual since 1969. The University is incorporated under the laws of the State of North Dakota and subject to the civil laws of the United States. The Benedictine Sisters of Annunciation Monastery, who founded the University, continue to sponsor it today. Governance is in the form of an independent board of trustees with an elected chair and the Prioress of the Monastery serving as the Ex Officio President.

Mission and Identity

Founded to prepare leaders in the service of Truth, the University of Mary is distinctive in its 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

Benedictine Values

Although communal life inspired by the Rule of St. Benedict (RB) stores a vast treasury of Benedictine values, six of these are of particular importance for our life at the University of Mary:

- **Community**: Striving together for the common good and growing in relationship with God, one another, and self; "Let all things be common to all (RB 33)."
- **Hospitality**: Receiving others as Christ with warmth and attentiveness; "Let all be received as Christ (RB 53)."
- **Moderation**: Honoring all of God's creation and living simply with balance and gratitude; "Regard all things as sacred and do everything with moderation (RB 31)."
- **Prayer**: Attending to the mystery and sacredness of life, abiding in the divine presence, listening, and responding to God; "Listen intently to holy readings. Give yourself frequently to prayer (RB 4)."
- **Respect for Persons**: Recognizing the image of God in each person and honoring each one in their giftedness and limitations; "Honor everyone and never do to another what you do not want done to yourself (RB 4)."
- **Service**: Meeting the needs of others in the example of Jesus the servant leader; "The members should serve one another (RB 35)."

Motto

The University of Mary's motto Lumen Vitae meaning "the light of life" is from the Rule of Saint Benedict:

> Let us get up then, at long last, for the Scriptures rouse us when they say: *It is high time for us to arise from sleep* (Rom 13:11). Let us open our eyes to the light that comes from God, and our ears to the voice from heaven that every day calls out this charge: *If you hear his voice today, do not harden your hearts* (Ps 94[95]:8). And again: *You that have ears to hear, listen to what the Spirit says to the churches* (Rev 2:7). And what does he say? *Come and listen to me, sons; I will teach you the fear of the Lord* (Ps 33[34]:12). *Run while you have the light of life, that the darkness of death may not overtake you* (John 12:35)
> – RB Prologue 8-14.

Benedict urges us to wake up and to seize the day before it goes to waste because the number of our days is limited. Each day is a precious gift that will be lost if not used. Each is an opportunity to listen for God's voice, to learn and for friendship.

Alma Mater

One's alma mater is truly that – the nurturing mother of our emerging adulthood, guiding us in the right direction, strengthening our minds and our spirits for the rigors of life before us. The University of Mary's school song, in its original form below, was written by Sister Mary Elizabeth Mason (1917-2012) and unveiled in 2009 to mark the 50th anniversary of the founding of the University and a finale for the remarkable 31-year presidency of Sister Thomas Welder. The lyrics express the beauty of both the University and the aspirations upon which it was founded, as well as the lifelong blessings it bestows. They celebrate the University of Mary as a place of intellectual and spiritual transformation, rooted in the values of Benedictine life and welcoming to all.

Standing on the bluffs of the Missouri
Is Mary our fair University.
For love of Christ at peace with every creed,
She welcomes all who long to learn and lead.

The wisdom of past ages we would see
With eagerness for all that yet might be.
Transformed by grace we gladly work and play;
Good friends and teachers guide us on our way.

May holy Benedict, the man of peace,
Guide us as servant leaders without cease.
O Mary, may you come to greater fame
And may we all add honor to your name!

Servant Leadership at the University of Mary

Servant Leadership at the University of Mary provides an environment in which each student participates in those experiences essential to becoming a leader. The development of essential leadership qualities in each student empowers that person to work courageously and effectively for the common good. Our chosen model of leadership is servant leadership:

Servant Leadership at the University of Mary is a pattern of living marked by competence in one's chosen profession, courage in making ethical decisions based on Benedictine values, and compassion in serving the needs of others. In a context of

relationship to God, to one another, and to self, we believe that leadership is making a difference for good. Rooted in the Gospel and in the founding vision of the Benedictine Sisters to serve spiritual, intellectual, and cultural needs of others, the model for servant leadership is Jesus Himself. At the University of Mary students grow into leadership through service. Learners become leaders in the service of Truth.

—Sister Thomas Welder, O.S.B., University of Mary President 1978-2009, President Emerita 2009-2020

Aware of its close historical ties with the people of our region, the University of Mary seeks to enhance the quality of life in the Bismarck-Mandan community and in all the communities we serve. The University also encourages each person to participate in the leadership of his or her religious, social, educational, and political communities. Furthermore, the University promotes a setting of freedom and initiative in which each person may develop those characteristics critical to leadership formation and the search for truth and happiness. That same communal focus makes the University of Mary open to change. Through its continued search for innovative and experiential approaches to learning, the University seeks personalized and relevant education for all students, including those with special needs, whether these be economic, social, cultural, ethnic, religious, or personal in nature.

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.

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.

Non-Discrimination and Inclusion

Consistent with Catholic teaching, the University of Mary is committed to treating all people with respect and dignity and in accordance with all applicable laws. This section of the Student Handbook contains official University notifications for students regarding the University's policies on non-discrimination and inclusion. All enrolled students are advised to carefully review this information. Students who experience discrimination, harassment or misconduct are encouraged to make a report as advised in the notices.

Non-Discrimination Statement

Purpose

As a Benedictine learning community, the University of Mary strives to welcome all with hospitality and respect in recognition of each person's God-given dignity. Consistent with such philosophy and in accordance with all applicable laws, the University has adopted the following non-discrimination statement for use by all departments and programs. The official University of Mary non-discrimination statement shall be used, unaltered, as it appears below and in its entirety. It shall have precedence over any previous nondiscrimination statement.

Statement of the Policy

The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, or public assistance, in accordance with applicable laws. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination. The University will not tolerate any unlawful discrimination, and any such conduct is prohibited. The University also prohibits any form of discipline or retaliation for reporting incidents of discrimination. University employees commit to uphold and respect the Christian, Catholic, and Benedictine identity of the University.

Additional Information

This prohibition of discrimination includes, but is not limited to, the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. This policy is intended to be consistent with federal and state laws, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the North Dakota Human Rights Act and Title IX of the Education Amendments of 1972, which requires that the University not discriminate on the basis of sex in its education program and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policy.

Patricia McWilliams-Pfliger
Director of Graduate & Distance Retention/Title IX Coordinator
Benedictine Center for Servant Leadership, Room L316
7500 University Drive
Bismarck, ND 58504

(701) 355-8133
titleix@umary.edu

All employees are advised that they have obligations under Title IX to familiarize themselves with the University's Title IX process and procedure and assist any student who makes known to them an incident or circumstance about which she/he may wish to file a complaint.

Accommodations for Students with Disabilities

The University of Mary is committed to providing reasonable accommodations to students with qualified disabilities in compliance with The Americans with Disabilities Act (ADA) and related state and federal laws pertaining to disability. Students are responsible for requesting accommodations and providing documentation to support the need for accommodations and associated services. This includes applications for accommodations due to temporary disabilities resulting from unexpected accident, injury, illness, hospitalization, or other conditions.

Accommodation requests and documentation should be directed to Student Accessibility Services located within the Student Success Center on the lower level of Welder Library. For further information about Student Accessibility Services, please contact the Coordinator for Student Accessibility Services at 701-355-8264, or visit the University of Mary Student Accessibility Services website: www.umary.edu/StudentAccessibility.

Statement on Inclusion and Human Sexuality

Among the six Benedictine values of the University of Mary is hospitality. In Chapter 53 of the Rule of Saint Benedict, we read these words: "All guests who present themselves are to be received as Christ, for he is going to say, 'I was a stranger, and you welcomed me.'" (cf. Matthew 25:35)

As a Christian, Catholic, and Benedictine university, we strive to welcome, respect, appreciate, and love all persons, recognizing the fundamental dignity of each person as created in the image and likeness of God. It is part of our mission to model and foster Christian, Catholic, and Benedictine conduct, and virtue within our community.

The Catechism of the Catholic Church teaches that persons who experience same-sex attraction or identify as LGBT "must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided." (¶ 2358) The University of Mary therefore condemns any and all direct or indirect intimidation or harassment of any person in regard to his/her sexuality. Such behavior is offensive, detestable, and an affront to human dignity.

Catholic moral teaching also holds that all persons, whatever their experience of sexuality, are called to lives of chastity in accord with their vocation and their state of life. Neglect or failure to do so is likewise harmful to human dignity.

Because the Church has clearly and consistently taught that the only morally acceptable sexual activity is between a woman and a man within the context of marriage, some may wonder if those who experience same sex attraction are somehow less deserving of love and respect. They are not.

The University of Mary upholds this twofold teaching with clarity and compassion. However, clarity is not to be confused with or result in actions that exclude, demean, or renounce anyone. Nor is compassion to be confused with or result in actions that endorse or excuse morally wrong behavior or activities.

We recognize that our approach may be in conflict with the practice or vision of the larger culture, as Christian beliefs have been in other times and places. We assert as fundamental to our mission the right to uphold Catholic teaching and administer according to it. We recognize that within our community there are individuals who identify as LGBT, and they are deeply valued. We grieve for any in the history of Mary College or the University of Mary who have been treated hurtfully. And because every one of our lives hold experiences of isolation, brokenness, and seeking, we renew our resolve to foster a healthy and life-giving experience of community for students, faculty, and staff, rooted in loving concern for one another.

Finally, as a university, we encourage the vigorous pursuit of truth and the free exchange of ideas; we further encourage members of our community to engage this issue with civility and mutual respect.

Title IX: Discrimination Based on Sex and/or Sexual Misconduct

In the United States, discrimination based on sex is unlawful. Title IX of the Education Amendments of 1972 states:

> ***"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."*** (20 U.S.C. § 1681)

Title IX was initially applied in higher education to eliminate discrimination in admissions to colleges and universities and to specific majors and programs, hiring, pay, advancement and in the number and funding of athletic programs for women and men.

Over time, it also became clear that a culture within a college or university where sexual harassment, sexual misconduct, and/or sexual violence was tolerated created a hostile environment for students, faculty, and staff. Additional federal legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) of 1990 and Violence Against Women Act (VAWA) of 1994, identified certain types of sexual misconduct as a form of sexual discrimination. Today under Title IX, colleges and universities receiving federal funds must have programs to prevent sexual discrimination, sexual harassment, relationship violence, and sexual assault. In compliance with Title IX, the University of Mary prohibits sex discrimination in all programs, activities, and employment. The University provides educational programs to help students and employees learn about behaviors that are prohibited under the law. It provides members of our community with information about how to report sexual discrimination, sexual harassment, relationship violence, sexual assault to law enforcement officials and/or university officials and it takes all reports it receives seriously following methods of investigation and conduct processes mandated by the U.S. Department of Education. The University supports those who have been targeted with counseling services and spiritual support.

Title IX Notification

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) prohibits any person from, on the basis of sex, being excluded from participation in, being denied the benefits of, or being subjected to discrimination under any education program or activity receiving federal financial assistance. In compliance with Title IX, the University of Mary prohibits sex discrimination in all programs, activities, and employment.

University Title IX Coordinator

The Title IX Coordinator at the University of Mary is Patricia McWilliams-Pfliger, Director of Graduate & Distance Retention. She monitors compliance with Title IX regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her.

Title IX Applies to All Programs

Title IX applies to every aspect of federally funded education programs. Areas covered by Title IX include but may not be limited to: Access to Higher Education, Athletics, Career Education, Education for Pregnant and Parenting Students, Employment, Learning Environment, Math and Science, Sexual Harassment, Standardized Testing, and Technology. For additional information about Title IX and athletics, please contact Dan Huntley, Senior Associate Athletic Director at 701-355-8337 or at djhuntley@umary.edu or Senior Women Administrator Jeni Walsh at 701-355-8365 or at jmwalsh@umary.edu.

Title IX Prohibits Sexual Harassment

Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence.

Title IX Applies to Everyone

Title IX protects the rights of men, as well as the rights of women. Title IX requires that men and women receive fair and equal treatment in all areas of education and employment.

Retaliation Prohibited by Title IX

Those making good faith complaints under Title IX are protected from retaliation from the University, its employees, and other students. Any individual who retaliates against an individual who has made a Title IX complaint may be disciplined by the University, including, and leading up to dismissal as a university student or employee. Any individual who believes they have experienced retaliation may report a possible violation using this form, also available on the University's Dignity of the Human Person webpage.

Title IX Enforcement

The United States Department of Education's Office for Civil Rights (OCR) oversees the enforcement of Title IX. Information can be found at https://www.ed.gov/about/ed-offices/ocr. Inquiries regarding Title IX may be directed to:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison St., Suite 1475
Chicago, IL 60661-7204
Telephone: 312-730-1560*
Fax: 312-730-1576
E-mail: OCR.Chicago@ed.gov

Complaints Under Title IX

If you believe you have been subjected to sexual discrimination, sexual harassment, sexual assault, sexual violence, or other sexual misconduct, the complaint procedure and report form can be found on the University's Dignity of the Human Person webpage. This form is a way for you to tell the University about your experience and for you to learn about supportive measures and resolution options. If you believe you have experienced sexual misconduct by a current University of Mary student, faculty, or staff member, you may, if you choose, file a formal complaint to initiate an investigation. Completing this online form is the first step to filing a formal complaint.

Contact Information

Inquiries regarding Title IX may be directed to:

Patricia McWilliams-Pfliger
Director of Graduate & Distance Retention/Title IX Coordinator
University of Mary
Benedictine Center for Servant Leadership, Room L316
7500 University Drive
Bismarck, ND 58504
(701) 355-8133
titleix@umary.edu

Official Notices for Students

All students are responsible for being familiar with the policies presented in this section. Students are encouraged to carefully read and review them to ensure compliance.

Responsibility for Medical Expenses

The University of Mary is not responsible for medical expenses (including emergency 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 she /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, misuse, or unauthorized use / misuse. It is the responsibility of each student to ensure that she/he has adequate insurance coverage for vehicles and personal property.

Responsibility for Criminal Activity

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 Community Standards Officer (CSO) 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.

Constitution Day

Congress requires that all educational institutions receiving federal funds implement educational programs relating to the U.S. Constitution on September 17 of each year. When September 17 falls on a Saturday, Sunday, or holiday, it shall be held during the previous or following week. This date was chosen because on September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and present it to the American public. (PL 108-447, "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Sec.111).

The Director of Student Life is responsible for ensuring compliance with the requirement and will collaborate with the University's student activities program to plan and coordinate the University's annual observance of Constitution Day.

Federal Financial Aid Penalties for Drug Law Violations

Students convicted of violating federal or state drug laws for offenses that occurred while they were receiving Title IV Federal Financial Aid may be ineligible to receive federal student aid. Students who find themselves in such situations will be referred to the Financial Aid Department to determine future eligibility for federal student aid.

Publication of Student Images

Students attend many gatherings on campus and off campus, including educational, athletic and social gatherings at which photographs or video recordings may be taken either by or on behalf of University personnel or by other students or unaffiliated third parties. Attendance at such a gathering is deemed to constitute consent by the student to the recording and use of the student's image, voice or likeness in any live or recorded transmission or photographic reproduction of such gathering in any media, for any purpose whatsoever, including the commercial purposes of the University, its sponsors, licensees, advertisers and broadcasters.

Community Standards

A. Introduction

"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 Prologue 45-47)

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)

Saint Benedict's teaching about "good zeal" serves as a fitting introduction to the University's Community Standards. The "good zeal" Benedict refers to is a joyful eagerness to act out of genuine care and concern for the needs of others. Benedict is telling each of us that community is not "about me" but the others who make up our community. In our university community, Saint Benedict's good zeal begins with concerns for the well-being of your roommate, suitemate, the student who lives down the hall or the room above or below. It is about concern for the person who serves your food in the dining center, the person who cares for our buildings and grounds, and those who teach. The way to experience a strong and positive sense of community is to be concerned about the well-being of others –especially those in need. In the Benedictine tradition, this good zeal is part of an intentional choice to imitate Christ.

Saint Benedict also teaches us that a community needs some rules and regulations in order to effectively function. At the University of Mary, these regulations are in the form of community standards. These standards are based on the University's Christian, Catholic, and Benedictine mission, identity, and values in an intentional effort to help students develop as persons with the moral courage needed to lead and to make a positive difference for the greater good as students and after graduation.

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.

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 and community standards 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 disrespectful, inconsiderate or harmful to others, contrary to the common good or destructive to one's own wellbeing, 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.
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 their 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 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 Community Standards are 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 behavior in question is not specifically identified in the Community Standards, provided 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 is one of preponderance of the evidence. In other words, if it is more likely than not, based on the available evidence, that a violation of the community standards occurred, 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 educational 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.
4. Students are not allowed to invite members of the press into the Community Standards Process, and the University will not comment to the press on community standards cases.

C. Scope

Community standards and the community standards process govern all student behavior, whether it occurs on or off campus, from the time of admission to the University until the award of a degree, or such other time as their relationship with the University is formally ended. Each student is responsible for conduct between academic semesters, during the academic year, and during periods between terms of enrollment. Should a student withdraw or otherwise formally end their relationship with the University during the community standards process, the process will go forward until complete, unless the University elects to suspend the process. If a complaint is filed after a student's relationship with the University is formally ended, the University reserves the right to investigate the complaint and place restrictions upon the student's readmission to the University.

The following policy violations follow the process and procedures outlined in their respective policies and the Conduct Grievance Board policy:

1. Sexual Misconduct Policy
2. Discrimination and Harassment Policy
3. Hazing Policy
4. Retaliation Policy

D. University of Mary Medical Amnesty Policies

Having been gifted with life, we each have a responsibility to care for our own good health and safety. As members of a community that is Christian, Catholic, and Benedictine, we also have responsibility to care for our neighbor as Jesus so beautifully teaches in the parable of the Good Samaritan (Luke 10: 29-37).

At times, we all fall short in this responsibility. For instance, fear of student conduct action may dissuade a student from seeking help from university staff or security personnel when alcohol or other substances are involved. In order to ensure that the safety and well-being of our students is the priority, the University of Mary has adopted the following medical amnesty policies:

The Good Samaritan/Medical Amnesty Policy

Students who actively seek assistance for another person in need of medical attention, including the student for whom assistance is sought (Good Samaritan) or students who actively seek assistance for themselves (Medical Amnesty) will be exempt from the Community Standards Process and will not have their level raised or lowered. In order for a student to be eligible for amnesty, the following conditions must be met:

1. Contact emergency officials, a member of the University's staff, or a Resident Assistant,
2. Stay until assistance is provided and the situation is resolved, or until dismissed by those providing assistance,
3. Meet with a staff member from Student Development to discuss the incident, and
4. Satisfactorily complete an educational program and/or an evaluation by a licensed mental health professional.

The University of Mary amnesty policies described here do not apply to repeated, flagrant, or serious violations of the Community Standards (e.g., abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute "abusive conduct" under the Community Standards and will void all protections under this provision.

E. University of Mary Search and Seizure Policy

The University reserves the right to search student residences, lockers, vehicles, and personal property when:

a) there is a danger to the life or safety of any member of the university community; or
b) facilities or property are endangered; or
c) there is reasonable cause to believe there has been a violation of university policy; or
d) at any time if, as a result of violations of university policy on the part of residents, a Community Standards Officer (CSO) has stipulated future random inspections of the residences, lockers, vehicles, and personal property as part of the sanctioning process.

On campus student residences and lockers are University of Mary property. Students are responsible for the security of the student residences and lockers with which they have been entrusted. Student residences and lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of university facilities by any student shall constitute consent by the student to a search by authorized school personnel and/or law enforcement.

The University also reserves the right to notify law enforcement officials of an administrative search and anything that may be illegal that is discovered during the search. The University also reserves the right to, and will when required by law, request the assistance of law enforcement authorities when conducting or processing a search.

Finally, if a student has been found responsible for violating a university policy that endangers others or involves alcohol and/or illegal and/or illicit drugs, the CSO may, as a part of the sanctioning process, authorize future unannounced searches of the student's on-campus residences, lockers, vehicles, and personal property. The search process will follow all regular university search procedures.

Campus Search & Seizure Procedures

If 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 on-campus residences, lockers, vehicles, and personal property may be authorized by the Executive Vice President, Vice President for Student Development, Director of Student Life, Director of Residence Life or the Campus Safety and Security Coordinator. 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 an itemized list of all materials confiscated during the search. Please see the Residence Life section of the Student Handbook for more information regarding the search of a student residence.

F. Student Conduct Records

Student Conduct Records are part of a student's formal educational record and are centrally maintained by the Student Development Office. Typically, a Student Conduct Record is established when the Director of Student Life (or other appropriate university official, as may be provided for by the applicable university policy) receives information about a possible violation of the University's Community Standards. 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.

Student Conduct Records are maintained for seven years after the relationship with the student has formally ceased. The records will be 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.

G. Academic Discipline

While the Community Standards encompass student behavior on and off campus, behavior that occurs in an in-person or online classroom that may violate the community standards will be processed through the University Catalogue's policy for Student Conduct in Instructional Settings Including Online Courses. The Office of Academic Affairs reserves the right to refer misconduct to the Director of Student Life for processing through the Community Standards Process.

H. 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 Community Standards Officers (CSO) 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 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 the University's standards and policies.

I. Student Eligibility to Participate in Extracurricular Activities

At the University of Mary, eligibility to participate in extracurricular 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. Extracurricular activities include, but are not limited to, intramurals, intercollegiate athletics, cheer team, dance team, pep band, all performances sponsored by the University's music and theater department, student clubs and organizations, and activities sponsored by the Marauders Activities 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. In addition to the criteria listed here, the student must also meet any additional eligibility criteria required by the specific extracurricular program in which he/she wishes to participate.

Pursuant to the University's Emergency Suspension Policy, the University reserves the right to immediately suspend the eligibility of any student to participate in extracurricular 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.

J. Standards

Standard 1: Students are Accountable to the University of Mary for their Conduct

Enrollment at the University of Mary is a voluntary act on the part of each student. Each student becomes the beneficiary of certain student rights and privileges while also becoming accountable to the University and to the University community to act in a responsible manner. This includes the responsibility to:

- Respect the God-given dignity of all persons and demonstrate concern for the needs, safety, and wellbeing of others.
- Contribute as a positive member of the University of Mary community with concern for the greater good, by compliance with policies and regulations, and through service as a good steward of the University's resources and good name.
- Strive to do what is right and good.

- Encourage others to also do what is right and good by providing encouragement and by serving as a positive role model.

Code	Additional Expectations
1.1	**Acting in a Manner that is Disrespectful or Offensive to the Dignity of Others and/or in a Manner that Harms or Endangers Others** Conduct that violates the God-given dignity of others and/or that otherwise shows a disregard for the needs, safety, and well-being of others has the potential to cause others great emotional and/or physical injury or harm. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions.
1.2	**Acting in a Manner that Causes Harm to the Good Name of the University** Students who fail to be good stewards of the University's good name risk causing great harm to the University of Mary community. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions.
1.3	**Damaging University's Resources or Facilities** Students who damage or fail to properly care for the University's equipment, resources, and facilities harm the university community by causing unnecessary expense and by causing resources to be unavailable for other members of the community.
1.4	**Engaging in Behavior that is Not Right** Students who fail to do what is right and good may cause harm to others or to the University by their action. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions.
1.5	**Acting as a Negative Role-Model** Students who fail to serve as a positive role-model for others by encouraging others to violate policies, community standards, and/or laws, may cause harm to others, and/or to the University. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions.

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

All University of Mary students are responsible to the University to be law abiding. Any criminal or legal violation by a student at the University is therefore a violation of this policy and violators are subject to student conduct action independent of any criminal proceeding. Further, all enrolled students are required to promptly inform the Director of Student Life of any of the following:

- The student is investigated for, charged with, and/or arrested for, and/or convicted of the commission of any crime whether occurring on or off campus.
- The student has been ordered by a court to not have contact (e.g., a violence protection or restraining order) with another member of the University of Mary community. In such a case, the student is also required to provide the Director of Student Life with a copy of the court order.

The University of Mary encourages individuals and law enforcement agencies with information about students who have engaged in criminal activity to make a report to the Director of Student Life. If the University has reason to suspect a student may be concealing a criminal history, it reserves the right to require the student to undergo a criminal background check as a condition of continuing enrollment.

For the purpose of this policy, "any criminal or legal violation" includes all criminal offenses, including all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included. In the event an enrolled student is under investigation for, cited, charged and/or convicted of a criminal offense, the University reserves the right to take appropriate action as it deems necessary to protect the safety and welfare of the University community up to suspension or expulsion.

Code	Additional Expectations
2.1	**Unlawful Behavior** In a case where the conduct of a student may also be a criminal matter, the University has the right to investigate the matter and make its own determination according to its own conduct process independent of any investigation or determination made by criminal justice authorities. This is the case even if legal or criminal charges are reduced or

Code	Additional Expectations
	dismissed. The University also reserves the right to use any information from a criminal investigation or proceeding as part of its investigation. Sanctions applicable to a student who has been found responsible for a violation under this standard shall reflect the nature of the conduct and circumstances involved. Sanctions may include a conduct level and other conditions up to suspension or expulsion. 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. 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.
2.2	**Failure to Promptly Inform the Director of Student Life of a Criminal Investigation, Citation, Charge, and/or Conviction, or a Court Order (e.g., a protection or restraining order) to Avoid Contact with Another Person or Failure to Provide Complete Information, and/or Providing Misleading or False Information Related to this Requirement.** **Note:** Students who fail to disclose a criminal history to the University as part of the admission process are subject to having their offer of admission rescinded and/or expulsion.
2.3	**Violence Protection/Restraining Order** 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. In addition, the University reserves the right to investigate any allegations contained in the order. In such a case, the student will be subject to student conduct action and sanctions appropriate to the circumstances up to expulsion.

Standard 3: Students are required to Comply with the University's Identification Policy

In order to maintain a safe and secure environment for all members of the University of Mary community, students are responsible for the following:

1. At all times when on university owned or controlled property, all enrolled students must carry on their persons an acceptable form of identification. For students enrolled at the main campus, the University's Rome Campus, and all campus locations where it is issued, the acceptable form of identification needed for compliance with this policy is the university-issued identification card known as the "MCard." Students enrolled at other locations where an MCard is not currently available are required to present a valid driver's license, passport, military, state, municipal or tribal identification card. Students are required to present identification to campus officials upon request. Students who fail to provide an acceptable form of identification are subject to student conduct action and they may be denied services and or access to campus events and/or facilities. Students who provide false identification and/or who are not truthful about their identity or student status are subject to student conduct action.
2. Students are strictly prohibited from tampering with, altering, and/or manufacturing a MCard for the purposes of deception, fraud, theft, or to gain entry to an event or facility where the student is not authorized for entry.
3. Students are strictly prohibited from allowing another person to use one's MCard for the purposes of deception, theft, fraud, to gain entry to a facility where that person is not authorized to be and/or any other form of misuse. Examples include but are not limited to:
    a. Allowing another person to use your MCard for food/beverages at the Crow's Nest and/or Marauders Cove is an example of both fraud and theft.
    b. Allowing another person to use your MCard to gain free entry to an event such as a sporting event is also an example of both fraud and theft.
    c. Allowing another person to use your MCard to gain entry to a building where that student is not authorized to be is an example of fraud.

4. Students are strictly prohibited from using, or attempting to use, the MCard belonging to another person, with or without the permission of the owner, for the purposes of deception, theft, fraud, or any other form of misuse (see examples above).

Students at other campus locations are required to check with the administrator in charge about the policy at that location.

In the event a MCard is lost or stolen, students are required to immediately notify the Student Development Office. The student will be held accountable 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 the card was lost or stolen. Upon withdrawal or termination, the University reserves the right to require students to return their MCards to the Student Development Office.

Code	Additional Expectations
3.1	**Failure to Have an Acceptable Form of Identification on One's Person** Students who fail to carry an acceptable form of identification to present upon request but who otherwise identify themselves appropriately may be subject to a warning.
3.2	**Refusal to Identify Oneself to University Officials Upon Request/Providing False Identification or False Information About One's Identity or Status as a Student** 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.
3.3	**Using, or attempting to use, an MCard, a Student Identification Number and/or the MCard System in a Fraudulent Manner** Fraud is stealing what does not belong to you by deception. Using an MCard (or student identification number) that does not belong to you or allowing another person to use your MCard (or your student identification number) to obtain food, beverages and/or other goods or services or to gain admission to an event or place where you are not authorized to be is fraud. Fraud harms the whole community. It is a serious offense, and it is a crime. The University reserves the right to report students who commit fraud to law enforcement officials for prosecution.
3.4	**Tampering with an MCard and/or the MCard System** Students are prohibited from tampering with an MCard and/or the MCard system. This includes production of fraudulent MCards and/or any other actions to tamper with the University's system.
3.5	**Possession of, or attempting to possess, an MCard that Does Not Belong to You** Students are prohibited from being in possession of another person's MCard and/or using another person's MCard or Student Identification Number for any reason.

Standard 4: Students are Required to Provide 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 required to provide current and accurate local addresses and phone numbers to the University registrar along with permanent addresses and phone numbers when applicable. On the main campus, students are required to provide and keep this information current at the Registrar's Office and at other offices upon request. At distant campuses, sites and online, students are required to provide this information to the administrator so identified at the time of enrollment. The University assumes no responsibility for misdirected or undelivered mail when the student has not provided accurate or current contact information.

Code	Additional Expectations
4.1	**Failure to Provide Current Contact Information**
4.2	**Provision of False Contact information for the Purposes of Deception**

Standard 5: Students are Responsible for their 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.

Within residence halls, any individual who does not reside in the hall or have MCard access to the hall is considered a guest. All guests in residence halls must always have an escort in hallways and public spaces. Guests in residence hall rooms must always have a resident host in the room. At no time will a guest be permitted to be in a residence hall without an escort or resident host. This policy extends to all students in the University of Mary's residence life program, as well as any off-campus visitors.

Code	Additional Expectations
5.1	**Inappropriate Behavior on the Part of a Guest of a Student** 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.
5.2	**Residence Hall Guest Without Escort or Resident Host** A University of Mary student who is a residence hall guest without a proper escort or resident host is subject to student conduct action.

Standard 6: Students are Required to Comply with the University's Tobacco Free Policy

The University is tobacco free (smoking as well as the use of smokeless tobacco products). Each University of Mary student is required to be familiar with and abide by the University's Tobacco Free Policy.

Code	Additional Expectations
6.1	**Violation of the University's Tobacco Free Policy** Students who use tobacco products in violation of the University of Mary Tobacco Free Policy are subject to student conduct action.

Standard 7: Students are Required to Cooperate with University Officials

Students are required to cooperate with university officials, staff, security personnel, and law enforcement authorities when they are acting in an official capacity. This includes responsibility for complying with:

1. all instructions and directives of those responsible for managing events, programs, and activities
2. those who respond to emergencies and security/safety situations
3. those who are responsible for enforcing university policies and rules
4. those responsible for documenting, investigating, and processing violations and possible violations of policy.

Code	Additional Expectations
7.1	**Failure to Comply with a Legitimate Directive of a University Official** 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.
7.2	**Failure to Cooperate with an Investigation by University Officials** A student who refuses to be interviewed, withholds information, provides false or misleading information, or otherwise refuses to cooperate with university officials during the documentation, investigation, and/or processing of a violation or suspected violation of university policy is subject to student conduct action.

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

The University of Mary Alcohol Policy below was current at the time the Student Handbook was published and is included in the Handbook for information purposes only. The official copy of the University of Mary Alcohol Policy is published in electronic form and may be located under the General University Policies link on the University's portal or at www.umary.edu/General Policies. The reader should be aware that the University reserves the right to revise its policies as circumstances warrant. Revisions to the University of Mary Alcohol Policy will be made to the official copy.

UNIVERSITY OF MARY ALCOHOL POLICY

Purpose

The University of Mary believes that individual choices involving the use of alcohol have an impact on both the individual and the community. Abuse of alcohol among college students is closely linked to sexual assault, declining academic performance, violent crime, and alcoholism. Other effects include accidental death, serious injury to oneself or others, vandalism, damage to employment prospects, and medical or psychological difficulties. Statistics suggest that the dangerous practice of binge drinking is prevalent in North Dakota and the surrounding region. For these reasons, the University's alcohol policy demonstrates a strong ethic of care and establishes healthy standards for the community in relation to the responsible and legal use of alcohol. This policy is written in accordance with North Dakota state law and reflects the mission, goals, and academic standards of our community.

Statement of Care

University of Mary students have the opportunity to engage their social environment in a way that helps them to learn and grow as individuals and as part of a community. A mature and responsible approach to alcohol is fostered by a healthy culture and thoughtful education in virtue. The development of individuals and social choices can have long-term effects on behaviors, attitudes, and values. Students are expected to comply with established laws and university policies and are responsible for their behavior at all times. Being in a community means that individuals are also responsible for others. Taking action to care about and confront inappropriate alcohol use among one's peers makes the community stronger. The University of Mary encourages students who suspect they may have a substance abuse problem to seek professional assistance. The University has an arrangement with the CHI St. Alexius Health EAP Program whereby they provide students with up to five free counseling sessions with a substance abuse counselor. The services may be accessed via a 24/7 number at 701-530-7195 or 1- 800-327-7195. A comprehensive educational program for students, faculty, and staff will periodically provide information and training about the appropriate use of alcohol, the signs of alcohol abuse and its risks, and how to intervene when someone is in danger or evincing signs of alcohol abuse.

Statement of Policy

The use of alcoholic beverages on University of Mary property or at university-sponsored events must be in accordance with the laws of the state of North Dakota. The University reserves the right to confiscate, retain, and dispose of any and all alcohol and alcohol-related paraphernalia, regardless of value or ownership. For University of Mary residential facilities, the use of alcohol is forbidden in some cases and a regulated privilege in others, as described below:

Residential facilities open to first- and second-year students:

- Residents of any age and/or their guests of any age may not consume alcoholic beverages. Use, possession, distribution, sale, or display of alcoholic beverages and possession of empty containers of such is forbidden.
- Standard 8 of the University's Student Handbook details expectations and sanctions in this regard.

Residential facilities reserved for third-year students and above:

- Any apartment unit in which all assigned residents are in good standing, have reached the age of 21, and have completed an alcohol education course may apply for the privilege to possess and consume alcohol in a legal and safe manner.
- Under the supervision of Residence Life, community centers of these residential facilities may host events or gatherings where alcohol is served, so long as all University of Mary students present are of legal age and in completion of an alcohol education course.
- Standard 8 of the University's Student Handbook details expectations and sanctions in this regard.

Staff and faculty residents:

- Non-student staff and faculty of legal age in university-owned housing on or off campus may possess and consume alcohol in a safe and responsible manner. They are, however, prohibited from serving alcohol to students of any age unless permission is expressly granted by the University's Executive Vice President.

For University of Mary administrative or academic buildings, grounds, or off-campus travel or events:

- University policy does not permit the possession or consumption of alcoholic beverages on university grounds or parking lots, in common areas, or at university-sponsored events, except at events sponsored by the President or in cases specifically approved by the University's Executive Vice President which comply with the laws of the state of North Dakota.
- Organizations or individuals who have received permission to serve alcohol at an event are (1) responsible for enforcing university, state, and federal regulations governing the consumption of alcohol; (2) must proportionately supply nonalcoholic beverages and food; (3) must arrange for approved server staff to provide the alcohol; (4) may not indicate the presence of alcohol in any publicity, whether graphically or in print.
- Wine is permitted for liturgical use and will be securely stored by University Ministry.
- The consumption of alcohol by students at the University's Rome campus (where the drinking age is 16) will be moderated by the Director of the Rome Program; students and guests are not permitted to possess or consume alcohol in their rooms under any circumstances.
- Athletic tailgating events or receptions may include alcohol served only to persons of legal age, with the Director of Intercollegiate Athletics taking measures to ensure legal, safe, and moderate consumption.
- Student organizations, clubs, and teams are prohibited from serving alcohol at events or activities, even at off-campus locations.
- Students who participate in university-sponsored travel in the United States are prohibited from possessing or consuming alcohol, even if they are of legal age. University employees who lead students in foreign travel are responsible to ensure that any use of alcohol by students is legal, moderate, and safe.

Off-Campus Conduct

Any student possessing, selling, distributing, purchasing, using, or consuming alcoholic beverages while under the age of 21 will be assumed to have violated state law and thus the Alcohol Policy of the University. In addition, any indication of use of false identification to purchase such will be thoroughly investigated and responded to accordingly. Response to off-campus conduct may bring with it involvement from law enforcement officials.

Standard 8 of the University's Student Handbook details expectations and sanctions in this regard.

Approved

01 April 2013 by the President of the University
17 April 2013 by the University Senate
03 May 2013 by the Board of Trustees
11 March 2021 revised by the Board of Trustees
18 March 2021 delivered to University Senate

As stated in the University's Alcohol Policy, Community Standard 8 sets forth the following details about the University's expectations for students concerning the use of alcohol, as well as sanctions that apply to students who violate policy and/or who do not live up to the University's expectations.

Code	Additional Expectations
8.1	**Possession and/or Consumption of Alcohol** All University of Mary students, including those who have reached their 21st birthday, are prohibited from possessing and/or consuming alcohol on university property. For the purposes of this policy, being in possession of alcohol includes any instance where a student is physically holding alcohol or the alcohol is otherwise on his/her person, in his/her student residence, vehicle, locker or otherwise stored or concealed within a student's personal property. In addition, a student may be held responsible for a violation with regard to the possession of alcohol when there is a preponderance of the evidence to hold the student responsible for the placement or concealment of alcohol elsewhere on campus. When alcohol is found within a student residence, including within a common space in a suite or apartment, and it cannot be determined who is responsible, the University reserves the right to hold all residents of the household collectively responsible for possession of alcohol. Likewise, when alcohol is found at a gathering of students and it cannot be determined who is responsible, the University reserves the right to hold all present collectively responsible for possession of alcohol. The exception to this policy is where the possession or consumption of alcohol is legal and in full compliance with all requirements stipulated in the University of Mary Alcohol policy and in this section of the Student Handbook.
8.2	**Intoxication** Intoxication is a form of alcohol abuse and is of great concern to the University because of its potential to harm spiritually, emotionally, and physically. Therefore, 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. This includes areas on campus where alcohol is a regulated privilege.
8.3	**Student Violations of Alcohol Laws** As stated in the University of Mary Alcohol Policy, any student possessing, selling, distributing, purchasing, using, or consuming alcoholic beverages while under the age of 21 will be assumed to have violated state law and thus the Alcohol Policy of the University. Additionally, students who are arrested, cited, or charged for violations 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 the violation(s) occurred on or off campus and whether or not the authorities dismiss the citation(s) or charge(s).
8.4	**Being in the Presence of Alcohol** Students, including those of legal age, are prohibited from being in the presence of alcohol on University property and/or at University of Mary sponsored events. 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. For the purposes of this policy, being in the presence of alcohol is defined to mean being present in a location where alcohol is present or stored. It includes any instance where a student is present where alcohol is being consumed by others even if the student is not drinking. It also includes any instance where alcohol is present in a student residence or vehicle even if the alcohol is stored or concealed. When alcohol is found in a student residence and it cannot be determined who is responsible, the University reserves the right to hold all residents of the household as well as any guests present at the time collectively responsible for being in the presence of alcohol. The exception to this policy is when the alcohol in question is present where it is legal and in full compliance with all requirements stipulated in the University of Mary Alcohol policy and in this section of the Student Handbook.
8.5	**Possession of Alcohol Paraphernalia** The University prohibits the possession of alcohol paraphernalia. Alcohol paraphernalia can be defined as an item that is typically utilized to consume, aid in the consumption of, or promote the consumption of alcohol. This includes, but is not limited to, alcoholic beverage containers (even if empty), large bottle openers, shot glasses, signs, lights, or other alcohol-related materials that the University deems to be inappropriate.
8.6	**Provision of Alcohol to Minors** University of Mary students, whether on- or off-campus, are prohibited from providing alcohol or otherwise enabling persons who have not yet reached the legal drinking age to consume alcohol. For the purposes of this policy, this prohibition shall be understood to include hosting, sponsoring, or being present at any social gathering

Code	Additional Expectations
	or any event where alcohol is consumed by 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]).
8.7	**Binge Drinking** Binge drinking involves heavy consumption of alcohol in a short amount of time often with intoxication as the goal. Acting out of concern for the welfare of our students, the University of Mary has established a policy which prohibits students from binge drinking behaviors whether they are on- or off-campus. Students found responsible for binge drinking and/or encouraging binge drinking may be subject to a mandatory evaluation to be completed by a licensed addiction counselor at CHI St. Alexius Health and will be required to complete all recommendations resulting from the evaluation. 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]). In addition, students residing in the apartments shall be subject to loss of the privilege to possess and consume alcohol in the apartment.
8.8	**Possession and Consumption of Alcohol by Residents of the Apartments and Their Guests** The University of Mary Student Apartment Community consists of The Cloisters (Monte Cassino and Subiaco), Boyle Hall, Deichert Hall, Bethany House, and the Catholic Studies Men's House. These buildings are reserved specifically for upper-level students (junior status or above); at times, the Benedictine Oblates of Mary may also reside at Bethany House. Therefore, under the University of Mary Alcohol Policy, residents of the apartments who have reached their 21st birthday and who are in good standing with regard to conduct at the University may elect to apply for the privilege to possess, consume, and serve alcohol to guests in their residence under the following condition: 1. All residents of a particular apartment must qualify for the privilege and must submit a complete application to the Residence Director. Approval requires that all residents satisfactorily complete an Alcohol Education Course offered by the University of Mary Student Development Office. Official approval will be given by the Director of Residence Life. Once approval is granted, the residents of each apartment together share the responsibility to exercise their privilege in a legal and responsible manner together as a household. This means that any one resident of an apartment who abuses the privilege jeopardizes the privilege for all members of the household. All alcohol must be consumed within the household with the door to the hallway closed. Alcohol may be consumed on the balcony or patio of apartments in The Cloisters, Bethany House, and the Catholic Studies Men's House (but not outside of the apartments in Boyle and Deichert) and is prohibited in the hallways of the buildings and on the grounds beyond the edge of the patios. Under no circumstances is it permissible for members of a household to consume alcohol when minors are present. Members of a household may elect to make a collective decision to serve alcohol to guests who are of legal drinking age with the understanding that the household bears responsibility to ensure that all consumption by guests is legal, responsible, and in compliance with all University of Mary policies. Further, households who elect this option do so with the understanding that this privilege is not to be used as a license to host large drinking parties. Therefore, households must limit the number of people who can be present when alcohol is consumed to 12 persons (to include the residents of the apartment who are present). By extending the privilege to possess and consume alcohol to residents of an apartment who have satisfied the University's conditions, the University of Mary is trusting students to take appropriate responsibility. The University will not tolerate illegal or irresponsible behavior. Consumption of alcohol outside the residence, public intoxication, serving alcohol to minors, or consuming when minors are present, drinking games or activities that encourage binge drinking (e.g. beer pong, flip cups, funnels), kegs, beer/party balls, excessive quantities of alcohol, litter/garbage, and other forms of irresponsible behavior are all grounds for suspension or loss of household's privilege as well as other sanctions (to include expulsion from the apartments and/or the residence life program). Students with questions about what is permissible should contact the Residence Director in advance to avoid any confusion. Students found responsible for a violation of any of the expectations listed in 8.8 are subject to sanctions that may include but are not limited to: student conduct level, community service as determined by the CSO, suspension, or loss of permit (of all residents of the apartment), Alcohol Education Course, possible reassignment to another residence, or suspension from on-campus housing. 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]). Additional sanctions may include, but are not limited to, counseling or mandatory evaluation by a licensed addiction counselor. In the case of a mandated evaluation, the student will be required to provide written proof from the licensed addiction counselor to the CSO that all

Code	Additional Expectations
	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]).
8.9	**Underage Access to Chesterton's During Pub Hours** Students under the age of 21 are prohibited from entering Chesterton's during Pub Hours.

Standard 9: Students Are Required to Comply with Legal Statutes (Federal and State) and University Policies Pertaining to Controlled Substances, Illegal Drugs, and Drug Paraphernalia

Purpose of the Policy

The University of Mary views the use, possession, manufacture, distribution, and/or sale of illicit drugs and substances, as well as the abuse of prescription and over-the-counter medications, to be incompatible with its efforts to maintain a safe and positive living and learning environment. For individuals, substance abuse may have profoundly detrimental consequences, including addiction, health and emotional problems, relationship and family problems, academic and career problems, and financial difficulty. Because substance abuse often involves criminal behavior, there is the risk of jail time and those convicted of an offense may experience life-long difficulty finding employment in many career fields. Substance abuse also has a negative impact for the community, with increases in thefts and violent crime. On a global level, so-called recreational use of illegal drugs provides financial support for an international underground industry involved in violence and human trafficking. For these reasons, illicit drug and substance use will not be tolerated at the University of Mary.

Statement of Care

University of Mary students have the opportunity to engage their social environment in a way that helps them to learn and grow as individuals and as part of a community. A mature and responsible approach to illicit drugs and substances is fostered by a healthy culture and thoughtful education in virtue. The development of individuals and social choices can have long-term effects on behaviors, attitudes, and values. Students are expected to comply with established laws and university policies and are responsible for their behavior at all times. Being in a community means that individuals are also responsible for others. Taking action to care about and confront substance abuse and illegal activity related to drugs and other substances among one's peers makes the community stronger.

The University of Mary encourages students who suspect they have a substance abuse problem to seek professional assistance. The University has an arrangement with the CHI St. Alexius Health EAP Program whereby they provide students with access to up to five free counseling sessions with a substance abuse counselor. The services may be accessed via a 24/7 number at 701-530-7195 or 1-800-327-7195.

A comprehensive educational program for students, faculty, and staff will periodically provide information and training about the signs of substance abuse and its risks, and how to intervene when someone is in danger or evidencing signs of substance abuse.

University of Mary Policy on Illicit Drugs, Substances, and Paraphernalia

University of Mary students are prohibited from the use, possession, manufacture, distribution, and/or sales of any illegal and/or illicit drugs, substances, or paraphernalia, whether on- or off-campus. The University considers cannabis-related products, including but not limited to items containing THC or HHC, to be illicit. Further, students are required to comply with all established laws pertaining to illicit drugs, substances, and paraphernalia and comply with the Drug Free Schools Act Compliance Policy. Should a student authorized to use medical marijuana under state law believe he/she requires an accommodation under this policy, contact the Student Accessibility Services office staff located in the Student Success Center or at 701-355-8264.

The University reserves the right to report any suspected violation of the law to appropriate legal authorities and may ask law enforcement officials to assist the University in the investigation of any suspected illicit activity.

Furthermore, as stated in Community Standard 2.1, any legal or criminal violation by a student, on- or off-campus, is a violation of the Community Standards. 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.

Sanctioning

University of Mary students who violate the University's substance abuse policies are subject to conduct action. Sanctions may include but are not limited to, fines and/or a requirement to be evaluated for substance abuse by a licensed addiction

counselor. The student mandated to complete such an evaluation shall be required to comply with any recommendation resulting from the evaluation. She/he will also be required 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).

Code	Additional Expectations
9.1	**Use and/or Possession of Illegal and/or Illicit Drugs, Substances, or Paraphernalia** Students are prohibited from using or possessing any illegal and/or illicit drug, substance, or paraphernalia whether on- or off-campus. Possession is defined to mean having illegal and/or illicit drugs, substances, or paraphernalia on one's person, within one's residence, personal property, vehicle, locker, or any other place where evidence is sufficient to determine ownership.
9.2	**Being Under the Influence of Illegal and/or Illicit Drugs or Substances** Students are prohibited from using or being under the influence of any illicit drug or substance.
9.3	**Being in the Presence of Illegal and/or Illicit Drugs and/or Substances** Students are prohibited from being in the presence of any illegal and/or illicit substance. Being in the presence of an illegal and/or illicit substance includes being present while other individuals are using illegal and/or illicit drugs or substances and/or being present when another person has illegal and/or illicit drugs or substances in his or her possession.
9.4	**Selling, Distributing, and/or Manufacturing Illegal and/or Illicit Drugs and/or Substances** Students are prohibited from manufacturing, selling, or otherwise distributing any illegal and/or illicit drug, substance, or paraphernalia. Students who violate this policy are subject to immediate suspension or expulsion according to the University's emergency suspension policy.

Standard 10: Students are Required to Comply with the University's Policies on Weapons (including Ammunition, Explosive Devices, and Fireworks)

The University of Mary prohibits students from the use, possession, display, or storage of any weapons, ammunition, explosives, or fireworks on university property or at university events, including all buildings, residence halls, or property owned or leased and operated by the University. Firearms may be stored, as per policy, in personal vehicles that are out of sight and locked inside or locked to a private motor vehicle in a parking lot. 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 at www.umary.edu/GeneralPolicies.

Code	Additional Expectations
10.1	**Possession/Storage of Weapons/Ammunition or Other Materials in Violation of University Policy** Students may not possess or store any type of weapon or ammunition on university property or at university events, including all buildings, housing, facilities, or property owned or leased and operated by the University unless otherwise allowed by state law. Students in violation of the University's policy shall be subject to student conduct action.
10.2	**Possession and/or Detonation of Fireworks or Explosives on University Property or at University Sponsored Events** Students responsible for detonating or participating in the detonation of fireworks or explosives and those responsible for storing fireworks or explosives shall be subject to student conduct action.

Standard 11: Students are Required 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.

Code	Additional Expectations
11.1	**Possession/Storage of a Hazardous Material** 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.

Standard 12: Students are Required to Comply with the University's Fire Safety Policies

All students are required to comply with the fire safety procedures and policies that have been established to reduce the risk of fire and to protect members of the community, as well as the University's facilities. Students are required to assume an active role in learning about fire safety by participating appropriately in fire drills and educational programs offered by the University. Students are required to immediately evacuate an area when the fire alarm sounds. Students are strictly prohibited from tampering with safety devices and equipment (fire extinguishers, fire alarms, smoke detectors, etc.).

Fire safety in the residence halls requires both residents and students who visit residents in the residence halls to practice fire safety. In particular, residents (and their guests) are required to participate appropriately in fire drills, to vacate the building when the alarm sounds and to comply with the University's list of prohibited items and appliances. In general, all appliances and items that support an open flame (e.g., candles, incense, tobacco, etc.) are strictly prohibited. Appliances must meet specific safety requirements that may include safety ratings and automatic shut-off controls. Each year, the Director of Residence Life will publish a list of prohibited items for students participating in the Residence Life Program. Students who wish to burn sweet grass or sage for religious purposes are required to contact University Ministry. Students who wish to use grills must contact their Residence Director.

Bismarck is located in a region with a semi-arid climate with the potential for grass fires that must be closely monitored. Students must have prior permission of the Residence Director (or, in the case of a student organization, the Director of Student Life) to have any kind of open flame or fire outdoors and/or to cook food on a grill. When approved, fires and grills must be closely attended at all times. When not in use grills and fire pits, along with the fuel, must be stored appropriately.

Code	Additional Expectations
12.1	**Failure to Participate in a Fire Drill Appropriately and/or Evacuate When a Fire Alarm Sounds** Violators are subject to student conduct action including, but not limited to, being placed on a student conduct level and a $50 fine. (The fine will increase by $50 for each subsequent violation).
12.2	**Malicious Discharge or Tampering with a Fire Extinguisher** Violators may be reported to law enforcement officials for possible prosecution and are subject to student conduct action.
12.3	**Malicious Activation or Tampering with a Fire Alarm or Making a False Report of a Fire** Violators may be reported to law enforcement officials for possible prosecution and are subject to student conduct action.
12.4	**Disabling or Tampering with Any Fire Safety Device** Fire safety devices include, but are not limited to, fire alarms, heat, and smoke detectors. Violators may be reported to law enforcement officials for possible prosecution and are subject to student conduct action.
12.5	**Possession and/or use of Prohibited Items in Violation of Fire Safety Rules** Violators are subject to student conduct action.
12.6	**Leaving a Stove, Oven, Microwave, Grill, or Other Appliance Unattended While in Use** Violators are subject to student conduct action and will be financially responsible for the costs charged to the University by the fire department.
12.7	**Unauthorized Fire** Violators may be reported to law enforcement officials and be subject to student conduct action depending upon circumstances and frequency.
12.8	**Improper Use of Emergency Exit** Violators are subject to student conduct action.

Standard 13: Students Are Required to Fulfill the University's Residency Requirement

From its founding, the University of Mary has been committed to an educational experience encompassing the whole person. The University's 2030 Strategic Plan is called Education for Life. This approach to education is rooted in the Catholic intellectual tradition so beautifully articulated by Saint John Henry Cardinal Newman in The Idea of a University.

In this tradition, the value of living on campus is understood as an important component of a complete education. Newman describes how the University encourages intellectual, social, and spiritual development with emphasis on the role of relationships and friendships students form with professors, staff, and their peers when they live as part of a residential campus community.

Research supports Newman's vision. Studies have consistently shown students who live on-campus are more likely to:

- Succeed academically
- Persist to graduation
- Be involved in co-curricular activities that help them form leadership skills
- Form life-long friendships with other students
- Form friendships with students from different backgrounds
- Experience a mentoring relationship with faculty/staff
- Be satisfied with their educational experience

A vibrant residence life culture is an essential component of the character and culture of the University of Mary as a residential campus enjoyed by the students who live on-campus as well as those who live off-campus. At the University of Mary, students who live on-campus report high levels of satisfaction with their experience. They rate the opportunity to be with friends, proximity to classes, the Crow's Nest, chapels, the library, fitness and recreation facilities, and the convenience of not having to cook and shop for groceries among the top reasons for their satisfaction. They also give high marks to the care provided by the residence life staff.

For these reasons, the University of Mary (like most private and many public colleges and universities) has a residency requirement (additional information about the history and the rationale for the University's residency requirement may be found at www.umary.edu/ResidencyRequirement). A residency requirement is a policy that requires students to live on campus for a specified amount of time. The length of the requirement varies depending on the type of college or university. Historically, private universities like the University of Mary invest in maintaining a residential campus where the majority of students live on campus because students who live on campus are much more likely to be involved in campus activities that contribute to the students' growth and development of leadership skills. Many private universities have residency requirements of three or even four years. Realizing the value of the residential experience, many public colleges and universities now have residency requirements for at least one or two years. Generally, there are not residency requirements at community colleges and other schools with large commuter student populations.

The University of Mary Residency Requirement

Upon enrollment at a University of Mary location that provides student housing, a traditional, full-time undergraduate student under the age of 21 is required to live on-campus for a minimum of five consecutive semesters or until the semester after the student reaches his/her 21st birthday. Traditional student status is defined as being enrolled in a program of study that is primarily delivered face-to-face on the main campus. Full-time status is defined as 12 credits.

While not required, the summer semester will be included in the consecutive semester total if the student:

1. is enrolled in a minimum of 6 on-campus credit hours at the University of Mary during that summer semester, and
2. lives on campus for the duration of the summer semester.

Any exception to this policy must be approved in advance by the On-Campus Residency Committee. Approval is normally limited only to the following circumstances:

1. 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. This distance will be determined using the driving directions feature on Google Maps.
2. If the student is a transfer student, he/she will receive a one-semester credit for each semester he/she completed a minimum of 6 credit hours at his/her previous institution(s). Please note that any credits earned prior to high school graduation (e.g., dual-credit, PSEO) do not qualify for classification as a transfer student.
3. The student graduated from Bismarck State College with a two-year degree or completed at least 6 credits per semester for four or more semesters at Bismarck State College.
4. 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.
5. The student is the legal custodial parent or court appointed custodial guardian of a minor child or children.

6. The student is registered with the Student Accessibility Services with a documented disability and is able to provide appropriate documentation to verify the need for an accommodation the University is not able to reasonably accommodate.

Students who believe they qualify for an exception to the Residency Requirement must submit a request to the On- Campus Residency Committee using the appropriate form available from the Student Development Office located in the Benedictine Center for Servant Leadership. The Committee meets in November, December, March, April, June, and July. The deadline to submit requests for an exception to the residency requirement is the first day of the month when the On-Campus Residency Committee meets. The University reserves the right to consider each request on a case-by-case basis and to require any documentation deemed necessary to verify the information submitted with the request. The student is advised not to enter into any lease or rental agreement before the On-Campus Residency Committee makes its determination regarding the student's request. Unless extenuating circumstances exist, the student can expect to receive notification of the Committee's decision by the 15th day of the month in which the Committee reviewed the student's request. The determination made by the committee in all such matters is final without further right to appeal. Students who are denied are not eligible to "try again" by submitting another request.

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

Exceptions, other than those listed above, to the University On-Campus Residency Requirement are granted only after careful consideration by the committee. Since the formula for awarding financial aid considers the cost of room and board, financial savings is not considered a compelling reason for an exception. Instead, students experiencing financial hardship are encouraged to contact financial aid for assistance. Similarly, students who believe they qualify for an exception based on a qualifying disability or medical condition should contact Student Accessibility Services located with the Student Success Center in Welder Library for assistance in making a request.

Code	Additional Expectations
13.1	**Non-compliance with the University of Mary Residency Requirement** Any student who is eligible for an exception to the residency requirement but did not obtain approval from the On-Campus Residency Committee to live off campus shall be subject to student conduct action. Any student who is not eligible for an exception to the residency requirement but lives off-campus without obtaining approval from the On-Campus Residency Committee shall be subject to student conduct action, including a requirement to pay all applicable fees (e.g., housing, meal plan, etc.) for the period of time the student was out of compliance with the residency requirement. S/he shall be ineligible to register for classes until s/he is in compliance with the residency requirement, and s/he may be ineligible to participate in extracurricular activities for a minimum of six weeks and up to one year.
13.2	**Providing False Information with a Request for an Exception to the Residency Requirement** Any student required to live on-campus under the residency requirement who provides false information with a request for an exception to the requirement shall be subject to student conduct action. If the student's request to live off-campus was approved based on false information or if the student changes his/her living situation from what the committee approved without approval of the committee, the student's approval 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. In addition, the student shall be responsible for all applicable fees (including room and board) for the time the student was in violation of this policy.

Standard 14: Students are Required 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 behavior is consistent with Christian and Catholic moral principles and virtues, and where the Benedictine values are encouraged through activities and policies. The most common residence life policy violations are listed below. Residence life policy violations not listed will be filed under 14.0.

Code	Additional Expectations
14.0	**Residence Life Policy Violation**

Code	Additional Expectations
14.1	**Failure to Welcome New Student to Fill Vacancy** 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.
14.2	**Violation of Residence Life Agreement** Any violation of the Residence Life Agreement by the student is considered a violation of the University of Mary Community Standards. Violators are subject to student conduct action. The conduct level is determined by the Director of Student Life as is appropriate to the circumstances.
14.3	**Permitting Unauthorized Persons in Student Housing, or Using Rooms that are not Your Assigned Room Without Permission from Residence Life Professional Staff** Students are prohibited from permitting persons not authorized by the University to stay in a student residence. Additionally, students are prohibited from using rooms that are not their assigned room without permission from Residence Life Professional Staff. This includes students with a vacancy in their room utilizing the unused space and furnishings. Students in violation of this policy are subject to student conduct action, which may include a fine in the amount of $250 plus a daily Residence Life Fee in the amount of $50/day for each day accommodations were provided.
14.4	**Unauthorized Removal of University Furniture or Fixtures** Any student removing university furniture or fixtures without the authorization of the Director of Residence Life is responsible for damages and replacement costs and will be subject to student conduct action.
14.5	**Failure to Clean Public Areas** Residents who do not clean public areas after use are subject to student conduct action.
14.6	**Tampering with or Propping Open Residence Hall Doors** Students who prop open a door to a residence hall or prevent it from closing and/or locking are subject to student conduct action.
14.7	**Open House Violation** Students who violate open house hours (both the host and the guest) are subject to student conduct action.
14.8	**Failure to Register Overnight Guest** Students who fail to register overnight guests in advance with the Residence Director are subject to student conduct action.
14.9	**Overnight Guest of Opposite Sex** A student who has or is an overnight guest of the opposite sex is subject to student conduct action.
14.10	**Offensive, Obscene, or Lewd Images, Items, and/or Sexual Conduct** Students who violate the University of Mary's Expectations on Chastity, Decency, and Temperance shall be subject to student conduct action. Students will not be subject to student conduct action if their situation falls under the University's Good Samaritan Medical Amnesty, Medical Emergency Amnesty, or Title IX Sex Nondiscrimination Policies.
14.11	**Quiet Hours Violation** Students who violate posted quiet hours in an on-campus residence are subject to student conduct action.
14.12	**Excessive Noise Violation** 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.
14.13	**Unauthorized Animal or Pet** Students who keep a pet or animal in a university-owned residence are responsible for all damages and subject to student conduct action.

Standard 15: Students are Required 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 and 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 required 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 required 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 use by other members of the community.

Code	Additional Expectations
15.1	**Improper Disposal of Waste** Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to student conduct action.
15.2	**Damage or Misuse of University Equipment and/or Facilities** Students who damage, misuse (including but not limited to the inappropriate use of windows and the climbing of buildings/structures), or otherwise do not leave university equipment and facilities in good clean condition after use shall be responsible for costs required to clean, repair, or replace the equipment or facility and shall be subject to student conduct action.
15.3	**Damage to University Property or Private Property of Others** 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.
15.4	**Unauthorized Duplication of University Keys** 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.
15.5	**Inappropriate Possession of University Key or Security Control Device** 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.
15.6	**Allowing Unauthorized Access to University Keys, Security Devices, Property, Equipment, or Facilities** 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.
15.7	**Unauthorized Entry** Students are prohibited from entering any building or facility without proper authorization. This prohibition 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.
15.8	**Unauthorized Possession and/or use of University Property** Students are prohibited from being in possession of or using any university property without proper authorization. Violators are subject to student conduct action.

Standard 16: Students are Required 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 expected 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 expected 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.

Code	Additional Expectations and Sanctioning Guides
16.1	**Taunting, Verbal Harassment, Profanity, or Obscenity at Athletic or other University Sponsored Events** Students are prohibited from engaging in any type of taunting, verbal harassment, and/or using profane or obscene expressions 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.
16.2	**Displaying Profane, Obscene, or Offensive Messages or Images at Athletic Competitions or Other University Sponsored Events** 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.
16.3	**Participation in Creation and/or Distribution of Profane, Obscene, or Offensive Underground Items** Students are prohibited from designing, selling, promoting, distributing, or participating in any plan to design, 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.
16.4	**Unauthorized Sale, Promotion, or Distribution of Articles Relating to the University of Mary or its Athletic Opponents** Students are prohibited from selling, promoting, or distributing any article used to support the University of Mary or that refers 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.

Standard 17: Students are Required 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.

Code	Additional Expectations and Sanctioning Guides
17.1	**Organizing or Sponsoring Non-Sanctioned Activities that Encourage or Promote Illegal Activity or Disrupt University Sponsored Activities** Students who organize, sponsor, and/or invite other students to participate in non-sanctioned activities that encourage or promote illegal activity such as under-age 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.
17.2	**Participation in Non-Sanctioned Activities that Encourage or Promote Illegal Activity or Disrupt University Sponsored Activities** Students who participate in non-sanctioned activities as described above are subject to student conduct action.

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

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

Code	Additional Expectations and Sanctioning Guides
18.1	**Illegal Gambling** Students are prohibited from engaging in illegal gambling or gaming of any kind. 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.

Standard 19: Students are Required to Treat all Persons with Respect

Respect for persons 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 as Christ. At a university that values respect, students are required to treat all others with respect and dignity using respectful language.

Code	Additional Expectations and Sanctioning Guides
19.1	**Disrespectful, Threatening, Exploitive, Manipulative, or Abusive Behavior and/or Language** 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.

Standard 20: Students are Required 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. Members of the community who betray the trust of others by taking what belongs to someone else cause harm to the sense of security of the entire community. Those responsible are subject to both criminal and student conduct action.

Students who damage someone else's property by accident are expected to contact the property owner and take responsibility (compensate the owner) for the damage. No one has the right to intentionally damage or vandalize another's property. Anyone who would do so acts contrary to the Benedictine values of respect and community and is subject to student conduct action.

Code	Additional Expectations and Sanctioning Guides
20.1	**Theft** Students who take what does not belong to them violate the law and the Community Standards 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.
20.2	**Failure to Take Responsibility for Damage to Property** Students who damage the property of others by accident and fail to take appropriate responsibility for their actions are required to compensate the owner for all damages and are subject to student conduct action.
20.3	**Vandalism** 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 required 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 required to comply with any recommendations resulting from such an evaluation and will be required to provide for the appropriate release of information. The student will need to provide a copy of the evaluation and recommendations to the University's student conduct officials.

Standard 21: Students are Required 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 are contrary to the value of respect and endanger 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 has been perpetrated by another student or someone else. Students who need assistance, as well as friends of students who need assistance, are urged to contact the Director of Student Life, the Campus Safety and Security Coordinator, a Residence Director, Coach, or Advisor for assistance. In response, the Director of Student Life will assist the student in need by reporting violence or abuse to law enforcement officials. If desired, s/he will assist the student in accessing the services of the Abused Adult Resource Center (AARC), and/or the counseling services provided to University of Mary students through CHI St. Alexius Health.

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.

Students who violate this policy may be required to undergo an evaluation by a qualified mental health professional at their own expense. In such cases, the student shall be required to complete all recommendations resulting from the evaluation. S/He shall also be required to provide the appropriate release of information to enable the evaluator to furnish the University's Community Standards Officer (CSO) 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 CSO has the authority to impose additional sanctions and requirements as circumstances warrant.

Code	Additional Expectations and Sanctioning Guides
21.1	**Violent Behavior** Students are prohibited from using any form of violence or restraint against another person. Violators are subject to student conduct action.

Standard 22: Students are Required 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.

Code	Additional Expectations and Sanctioning Guides
22.1	**Disruptive Behavior** Students responsible for disruptive behavior are subject to student conduct action. The exact student conduct level will be determined by the nature of the circumstances involved.

K. 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, Community Standards Officers (CSO) have broad authority in applying sanctions. When developing sanctions, the CSO considers the student's entire University record, including previous community standards violations and academic performance, as well as the needs of the University. Possible sanctions include but are not limited to:

1. Withdrawal of Student Privileges – including but not limited to eligibility to represent the University, to participate in extracurricular activities, participate in officially recognized organizations, groups, or teams, receive awards or honors, or use facilities.
2. Restoration/Restitution – if a student has caused damage or loss, she/he may be required to be responsible for all costs and/or she/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. In this event, the fine will be automatically billed to the student's account at the University.
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 she/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 extracurricular 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.

Students who violate the University of Mary Community Standards are assigned to one of four student conduct levels. To access additional information on each conduct level, see the chart below. The CSOs have the authority to assign a higher level if it is deemed more appropriate to the circumstances involved in a particular situation.

When a student has been assigned a conduct level, additional violations are cumulative and may result in the student progressing to a higher conduct level. Students who fail to comply with prescribed sanctions in the time period required risk assignment to a higher conduct level. Each successive conduct level represents 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. Good standing at the University of Mary in terms of student conduct is understood to be Level 3 or below.

The University of Mary Community Standards System is designed to allow students to learn from their experiences. 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.

University of Mary Conduct Levels

NO LEVEL	Students with no violations or who have satisfied all requirements to have their level reduced to no level are considered in **excellent standing**.	
LEVEL 1	Students at Level 1 have been found responsible for minor violations where the student may or may not be sanctioned and the student has been advised to take corrective action. Students at Level 1 are considered in **good standing**.	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 have their level raised to a Level Two. The Community Standards Officer will communicate a reasonable deadline for the student to complete the sanctions. Continued failure to complete a sanction will result in being placed back into the Community Standards Process and being charged with violating standard 7.1 (Failure to Comply with a Legitimate Directive of a University Official). 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, during which the student is participating in a University program, will have their level removed. The violations will remain on the student's conduct record in accordance with the University's student conduct records policy.
LEVEL 2	Students at Level 2 have been found responsible for violations where the student has been sanctioned and has been assigned mandatory corrective action. Students at Level 2 are considered in **good standing.**	Sanctions appropriate for Level 2 include (but are not limited to): 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 may 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 have their level raised to a Level 3. The Community Standards Officer will communicate a reasonable deadline for the student to complete the sanctions. Continued failure to complete a sanction will result in being placed back into the Community Standards Process and being charged with violating standard 7.1 (Failure to Comply with a Legitimate Directive of a University Official). Students at Level 2 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for 12 weeks, during which the student is participating in a University program, will have their level removed. The violations will remain on the student's conduct record in accordance with the University's student conduct records policy.

LEVEL 3	Students at Level 3 have been found responsible for more significant violations where the student has been sanctioned, has been assigned mandatory corrective behavior, and has received a warning about the risk of losing good standing in the event of any future violations. Students at Level 3 are considered in **good standing**.	Sanctions appropriate for Level 3 include (but are not limited to): 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 or any other time the student is not enrolled in classes). 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 have a hold placed on their student account that will limit their ability to alter their account (e.g., add or drop classes, request transcripts). The hold will be lifted once the sanctions are complete. The Community Standards Officer will communicate a reasonable deadline for the student to complete the sanctions. Continued failure to complete a sanction will result in being placed back into the Community Standards Process and being charged with violating standard 7.1 (Failure to Comply with a Legitimate Directive of a University Official). Students at Level 3 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for 18 weeks, during which the student is participating in a University program, will have their level removed. The violations will remain on the student's conduct record in accordance with the University's student conduct records policy.
LEVEL 4	Students at Level 4 have been found responsible for serious violations where the student has had privileges suspended until corrective action is completed. The student has been warned that future violations could result in possible suspension or expulsion. Students at Level 4 are considered on **probation**.	At Level 4, the student's eligibility to participate in extracurricular activities is typically suspended for a specific period of time. The Community Standards Officer will strive to schedule the suspension as close to the violation as possible. Extracurricular activities are defined in Section I. Other sanctions which apply to students at Level 4 include (but are not limited to): 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 break, spring break, summer or any other time the student is not enrolled in classes). Students who fail to complete sanctions required as a result of a Level 4 violation within the prescribed time period will have a hold placed on their student account that will limit their ability to alter their account (e.g., add or drop classes, request transcripts). The hold will be lifted once the sanctions are complete. The Community Standards Officer will communicate a reasonable deadline for the student to complete the sanctions. Continued failure to complete a sanction will result in being placed back into the Community Standards Process and being charged with violating standard 7.1 (Failure to Comply with a Legitimate Directive of a University Official) and have a Level Four hearing as described in Section R. Students at Level 4 who successfully complete their sanctions and remain free of any further violations of the Community Standards for 32 weeks, during which the student is participating in a University program, will have their level removed. The violations will remain on the student's conduct record in accordance with the University's student conduct records policy.

L. Reporting Student Misconduct at the University of Mary

All students and 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 have the right to report such behavior as follows:

1. 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 are responsible for cooperating with official investigations. 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.
2. Violations of the University of Mary Community Standards and All Other Violations of University of Mary Policy – Individuals who have direct knowledge of any type of policy violation on the part of a University of Mary student, other than those cases described in number one 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.

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 University's page on the Dignity of the Human Person). 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 extent possible. In addition, the person who reports misconduct may request that she/he not be required to appear before those investigating the matter when the accused is present.

M. Investigation of Alleged Student Misconduct

When a report or documented incident is received that may indicate a violation of the University's Community Standards, the Director of Student Life or his/her designee will investigate the allegations. Investigations may include review of written documents, interviews with witnesses and those involved in the potential violation, review of media such as security cameras, or review of other material or interviews with other persons that may assist the investigator in their effort to conduct a thorough investigation. Investigators are authorized to interview any student believed to be knowledgeable about the alleged incident. Students interviewed during the course of an investigation may be required to provide a written statement. Interviews may be recorded by the investigator. No other recording of the interview will be made; the recording is the sole property of the University of Mary and will be maintained by the Director of Student Life. The investigator 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. 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. When the investigation is complete, one of two determinations will be made:

1. If the investigator determines that there is not sufficient evidence for a finding of misconduct, the case will be dismissed and the accused student will be notified of the outcome.
2. If the investigator determines there may be evidence of misconduct, the accused student will be provided a Notice of Complaint. The Notice of Complaint will include a list of the alleged violations, the designated Community Standards Process, and the deadline by which they need to schedule the next step of that process. There are three possible processes for an alleged violation of the community standards:
    a. Educational Conference
    b. Level Four Hearing
    c. Emergency Suspension Hearing

Typically, the accused student is required to respond to their Notice of Complaint within two business days of the date of the Notice. If the student fails to schedule the next step of their process by the stated deadline, or if the student fails to attend, the student will be found responsible for the violation(s) in question, sanctioned by the Community Standards Officer (CSO), and forfeit the right to any further appeal.

N. Interim Measures

Interim measures are immediate, short-term actions taken to protect the community standards process and the students impacted by it. The Director of Student Life reserves the right to issue interim measures including, but not limited to, restriction of access to space, resources and activities, and/or no contact directives at his/her discretion. Interim measures will remain in place until the Community Standards Process is complete. Interim measures may not be appealed. Emergency suspension is not considered an interim measure.

O. Educational Conference

Student Development believes that personal relationship and formation are at the heart of the community standards process. When a student meets with a Community Standards Officer, we want that student to experience genuine care, hospitality, and respect. In keeping with the Benedictine philosophy of educating the whole person, moral and ethical development is an important focus of the Community Standards Process. We want to help students discern an appropriate balance between individual freedom and responsibility to God, self, the university community, and others. It is during the educational conference when the Community Standards Officer comes alongside the student and walks with them as they discern that balance.

The Community Standards Officer will use the educational conference to:

1. discuss the incident report and the findings of the investigation with the student.
2. discuss the relevant university policies
3. discuss that student's University of Mary experience and,
4. create an opportunity for reflection and growth

The CSO may record the conference; typically, the conference will be recorded if the case is likely to result in the imposition of a Level 3 or higher. No other recording of the conference will be made; the recording will remain the sole property of the University of Mary and will be maintained by the Director of Student Life. The student's parents or attorney, even if a member of the University of Mary community, is not eligible to attend the Educational Conference.

The educational conference will generally include the following:

1. An opportunity for the accused student to share about themselves and their University of Mary experience
2. The CSO orally informs the accused student of the allegations, and they discuss the allegations. The accused student has the opportunity to respond to the allegations.
3. The CSO and the accused student may discuss possible sanctions

Unless extenuating circumstances exist, within three business days after the educational conference, the CSO will notify the accused student of his/her determination. The CSO will determine:

1. That, based on the preponderance of the evidence, the student violated the University's Community Standards. If so determined, the CSO will also determine appropriate sanctions and provide a deadline by which a student may submit an appeal. If the student fails to submit an appeal, the CSO's decision is final; or
2. That the student did not violate the University's Community Standards.

P. Appeals

If the accused student does not wish to accept the determination and sanctions from the educational conference, she/he has the right to appeal to the Community Standards Committee. Accused students desiring to appeal must submit their appeal to the Director of Student Life by the deadline stated in their decision letter. The appeal must include a one-page summary of their position. Students desiring to appeal must do so on one or more of the following grounds:

1. Substantial new evidence exists which, if heard, would likely change the outcome of the case. The substantial new evidence must be described in thorough detail in the appeal letter.
2. A material procedural error occurred that, if remedied, would have changed the outcome of the case. The material procedural error must be described in thorough detail in the appeal letter.
3. The sanction(s) is/are clearly unreasonable (i.e., has no sound basis or justification in reason). The student's rationale must be described in thorough detail in the appeal letter.

The chair of the Community Standards Committee will determine whether the appeal meets any of the above criteria. If the appeal does not meet any of the three criteria above, the CSO's decision stands and is final. The Chair will communicate his/her decision to the accused student in writing.

Q. A Hearing Before the Community Standards Committee

The Community Standards Committee provides students with an opportunity for a hearing regarding the determination of the CSO concerning a violation of the Community Standards.

Description of the Community Standards Committee

The Vice President for Student Development will appoint a person to serve as the chair of the Community Standards Committee. Membership of the committee consists of a chair, two members of the faculty/staff, and two students. With the exception of the chair, all committee members will be appointed by the Director of Student Life. The Student Body President (or his/her designee) recommends the student members of the committee. To be eligible to serve on the Community Standards Committee, student members must have and maintain:

1. Sophomore status or higher,
2. A cumulative G.P.A. of at least 2.5, and
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 or who consistently fail to attend committee meetings 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. Committee members will be required to indicate acceptance of the appointment by signing an oath of office. 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 fall semester. 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.

Responsibilities of the committee chair are to:

1. coordinate orientation and training for committee members;
2. serve as a resource to committee members in regard to procedural questions during meetings and hearings;
3. determine whether an appeal meets any of the appeal criteria under section P.
4. vote only to break a tie; and,
5. ensure that the proper protocol for hearings is followed.

Prior to the Hearing

No fewer than five days before the Committee hearing, the Chair will notify the Director of Student Life (or, and hereafter in section Q, designee) and the appellant of the Committee's hearing date, time, and location, as well as the protocol for the hearing. No fewer than three days before the hearing, the appellant and the Director of Student Life must submit:

1. a written statement outlining their position, and
2. a list of witnesses who will speak to the misconduct for which the student has been held responsible
    a. In order to be considered by the committee, all statements made by witnesses must be eyewitness accounts to the circumstances in question. Statements from witnesses based on hearsay, as well as the testimony in the form of character witness or expert witness, are not permissible.

Additionally, no fewer than three days before the hearing, the appellant must also provide written notification to the chair regarding whether the appellant will bring a support person. The support person must be a member of the University of Mary community (e.g., academic advisor, coach, instructor, roommate). The student's parent or attorney, even if a member of the University of Mary community, is 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 and the student desires a support person, the Director of Student Life will appoint a member of the University of Mary faculty/staff to serve. The support person is prohibited from participating in the hearing. His/her role is to provide a supportive presence for the student during the hearing.

The chair will provide copies of the submitted material to the members of the Committee, the Director of Student Life, and the appellant no fewer than 24 hours prior to the hearing.

The Protocol for Hearings Before the Community Standards Committee

Typically, the hearing will follow the following protocol:

a) The committee, the appellant, and the Director of Student Life will gather in a private room on campus. The chair will begin with some opening remarks.
b) The Director of Student Life will have time to present the case and answer questions from the committee. If the Director of Student Life provides any witnesses, they may be called in and questioned by the Director of Student Life and/or the Committee, at this time.

c) The appellant will have time to present his/her case and answer questions from the committee. If the appellant provides any witnesses, they may be called in and questioned by the appellant and/or the Committee, at this time.
d) The Committee may question the Director of Student Life or the appellant.
e) The Director of Student Life may make a short closing statement.
f) The appellant may make a short closing statement.
g) The Director of Student Life and the appellant are dismissed so the Committee may deliberate in private.

Important Information Regarding the Community Standards Committee

Below is additional information regarding the Community Standards Committee and their process.

a) A quorum of two plus the chair is necessary for the committee to conduct a hearing.
b) 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. If the chair recuses himself/herself, the Vice President for Student Development will appoint another chair. Should multiple members of the committee disqualify themselves to the extent that a quorum is impossible, the case shall be referred to the Vice President for Student Development and will follow the procedures under the Level Four hearing process.
c) All hearings of the committee shall be conducted in private. All committee members are bound by the requirements of the Family Educational Records and Privacy Act (FERPA).
d) Only members of the committee, the Director of Student Life, the appellant, and the appellant's support person may attend a committee hearing. In some cases when 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.
e) Proceedings of the hearing may be audio recorded by the chair with the exception of the committee's private deliberations; the audio recording will be the sole official recording of the hearing and no other recording shall be made. The recording will remain the property of the University of Mary. Committee members are not allowed to remove any of the records of the hearing from the room.
f) If the appellant fails to attend the hearing, the original determination of responsibility and sanctions of the CSO shall stand, and the student forfeits the right to any further hearing or appeal in the matter.
g) All procedural questions are subject to the final decision of the chair.
h) The committee has the ability to uphold, modify, or overturn the original decision. The committee shall make its determination using a standard of preponderance of the evidence. In other words, the committee will determine whether it was more likely than not that a violation occurred.
i) Should the committee determine that the CSO's determination should be modified, the committee shall discuss and determine what modifications should be made to the original decision. Should the decision be modified, the Committee can only remove standards for which the student was found responsible and/or modify levels and/or sanctions.
j) All determinations and sanctions of the Community Standards Committee are final except as described in Section T.
k) Unless extenuating circumstances exist, the appellant and the Director of Student Life are informed in writing within five business days of the determinations and sanctions to the extent provided by FERPA. The chair may also determine to notify both parties in person directly after the Committee's deliberations.

R. Level 4 Hearing

When an investigation concludes that a student on a Level 4 may have violated the University's community standards, the student will be notified of the allegations and be required to schedule a hearing with the Vice President for Student Development. The purpose of the hearing will be to create an opportunity for learning and reflection, determine whether the student violated the community standards, and assign sanctions if necessary.

The decision of the Vice President for Student Development will be final. The student may submit a written statement responding to the allegations. The student's written statement must be typed, and it must be submitted to the Director of Student Life or his/her designee at least 24 hours in advance of the student's hearing.

For support purposes, the student may be accompanied to the hearing by another member of the University of Mary community (e.g., the student's advisor, an instructor, a coach, Residence Director, or another student). The support person may not be an attorney, parent, or any other person outside the University of Mary community. The student's parent or attorney, even if a member of the University of Mary community, is not eligible to serve as the student's support person. The University reserves the right to have legal counsel present at the hearing. If the student elects to exercise his/her option to have a support person present at the hearing, she/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. If a student is unable to find a person to serve in the support person role and the student desires a

support person, the Director of Student Life will appoint a member of the faculty/staff to serve. The support person may be present for support but may not participate in the hearing.

The hearing typically will include:

1. a presentation by the Director of Student Life and/or his/her designee(s) of the allegations and the results of the investigation,
2. a discussion of the relevant university policies,
3. a discussion of the student's University of Mary experience and,
4. an opportunity for reflection and growth

The Vice President for Student Development may record the hearing. The recording will be the sole recording of the hearing and no other recording shall be made. The recording will remain the property of the University of Mary and be maintained by the Director of Student Life. If the student fails to appear for the hearing, the student will forfeit his/her right to an appeal.

After completion of the hearing, the Vice President for Student Development will make his/her determination, based on the preponderance of the evidence, whether the student violated the University's community standards and assign sanctions as necessary. Unless extenuating circumstances exist, the Vice President for Student Development will notify the student of his/her determination in writing within five business days. The Vice President for Student Development has the authority to impose any condition or sanction she/he deems appropriate, including suspension or expulsion. Except for cases where the outcome is expulsion, the determination of the Vice President for Student Development is final with no further right of appeal.

S. 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. There is no time limit imposed upon the University to determine when an emergency suspension is necessary, and there is no statute of limitations from the time of the alleged incident to the imposition of the emergency suspension. The extent of the suspension will reflect the gravity of the circumstances and may include any of the following:

1. eligibility to participate in extracurricular activities
2. eligibility to live in or be present in on campus student residences
3. eligibility to participate in specific university events or activities
4. eligibility to use certain university facilities
5. eligibility to attend specific classes
6. full suspension as a student from the University which may include suspension of the student's eligibility to be present on campus.

All emergency suspensions executed by the Vice President for Student Development will indicate a duration, which may be a period of time or may be until certain conditions are satisfied. All students suspended under this policy have a right to a timely hearing before the Vice President for Student Development. The student will be expected to fully cooperate and comply with all terms of his/her emergency suspension until the hearing is concluded and a final determination about the student's status and any conditions that might apply have been determined.

After an investigation that examines the alleged violations that resulted in the Emergency Suspension, if there is sufficient evidence the student may have violated the University's community standards, the student will be notified of the allegations and will be required to schedule a hearing with the Vice President for Student Development. The purpose of the hearing will be to create an opportunity for learning and reflection, determine whether the student violated the community standards, and assign sanctions if necessary.

The accused student may submit a written statement responding to the allegations. The student's written statement must be typed, and it must be submitted to the Director of Student Life or his/her designee at least 24 hours in advance of the student's hearing. The accused student may be accompanied to the hearing by another member of the University of Mary community (e.g., the student's advisor, an instructor, a coach, Residence Director, or another student). The support person may not be an attorney, parent, or any other person outside the University of Mary community. The student's parent or attorney, even if a member of the University of Mary community, is not eligible to serve as the student's support person; the University reserves the right to have legal counsel present at the hearing. If the student elects to exercise his/her option to have a support person present at the hearing, she/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. If a student is unable to find a person to serve in the support person role and the student desires a

support person, the Director of Student Life will appoint a member of the faculty/staff to serve. The support person may be present for support but may not participate in the hearing.

The Vice President for Student Development may record the hearing. The recording will be the sole recording of the hearing and no other recording shall be made. The recording will remain the property of the University of Mary and be maintained by the Director of Student Life. The hearing typically will include:

1. a presentation by the Director of Student Life and/or his/her designee(s) of the allegations and the results of the investigation,
2. a discussion of the relevant university policies,
3. a discussion of the student's University of Mary experience and,
4. an opportunity for reflection and growth.

If the student fails to appear for the hearing, the student will forfeit his/her right to an appeal. After completion of the hearing, the Vice President for Student Development will make his/her determination, based on the preponderance of the evidence, whether the student violated university policy and assign sanctions as necessary. Unless extenuating circumstances exist, the Vice President for Student Development will notify the student of his/her determination in writing within five business days. The Vice President for Student Development has the authority to impose any condition or sanction she/he deems appropriate, including suspension or expulsion. Except for cases where the outcome is expulsion, the determination of the Vice President for Student Development is final with no further right of appeal.

T. Final Appeal in Cases of Expulsion

When, as the result of student conduct action, a student is notified that she/he has been expelled from the University by anyone other than the President, a final appeal may be made to the Executive Vice President. All appeals must be in writing and must be received by the Executive Vice President within five business days of the date when the student was notified of his/her expulsion. Generally, the Executive Vice President will review the information already presented in the case and notify the student in writing of his/her determination within five business days.

U. Presidential Authority Regarding 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, regulations, and community standards of the University.

Residence Life

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 behavior is consistent with Christian and Catholic moral principles and virtues and where the Benedictine values are encouraged through activities and policies.

Single Sex Residence Halls

Consistent with Catholic teaching and the University's religious convictions, the University maintains separate residential facilities for men and women, and students are placed in residence halls according to the student's anatomical sex. Information about what residence facilities have been designated for men and for women is available on the University's website and upon request from the Student Development Office. The University is committed to identifying appropriate placements for students with special circumstances. For assistance in this regard, students should contact the Director of Residence Life.

The Expectation of Chastity

Consistent with Catholic teaching and the University's religious convictions, all students are expected to practice the virtue of chastity according to their current status in life. Students who violate this policy are subject to student conduct action.

The Expectation of Decency

Sadly, lewd, offensive, profane, and/or obscene language have become commonplace, and pornography is easily accessible even with evidence of its harmful effects. Therefore, to care for the spiritual well-being of our students, the University has established a policy that expects students to practice decency. Under this policy, obscene, lewd, profane, and offensive language, materials, and images (electronic and otherwise), as well as materials associated with occult practices, are expressly prohibited and subject to removal.

The Expectation of Temperance

The abuse of alcohol and drugs is harmful to self, to families, and to the larger community. Therefore, all students are expected to practice moderation and temperance through compliance with the University's alcohol policy and its Drug and Alcohol Abuse Prevention Program (Community Standard 8) as well as its policy regarding illegal drugs (Community Standard 9).

Respect for Persons

The Benedictine value of Respect for Persons is based on Scripture and is an expression of the Christian and Catholic understanding of the human person as a unique being who has been created by God in God's own image and gifted by God with great dignity and worth. Further, each person is dearly loved by God and is therefore deserving of our respect. Therefore, all University of Mary students are expected to treat one another and all persons with respect. Students who violate this policy are subject to student conduct action. Students can find more information on the University's human dignity webpage (www.umary.edu/dignity).

The Residence Life Agreement

When a student is placed in the University's Residence Life Program, the student will be required to sign a legally binding Residence Life Agreement with the University. By signing the agreement, the student agrees to abide by the terms and conditions of the agreement.

The Residence Life Agreement is a license to participate in the Residence Life Program - it is not a lease for housing between a landlord and a tenant. It creates a privilege for students participating in the Residence Life Program to use the University's on-campus residence facilities subject to the conditions of the agreement and according to university policies and regulations.

Early Termination of the Residence Life Agreement

When a student signs a Residence Life Agreement, s/he makes a legal commitment to fulfill the full term of the agreement. If there are extenuating circumstances, the student may petition the Director of Residence Life for an early release from the agreement with the understanding that an early termination fee applies. Students should reference the Residence Life Agreement they signed when seeking specifics on the terms and conditions of their agreement.

Accommodations for Students Requiring Accessibility Services

The University of Mary is committed to providing equal access to its Residence Life Program for all students, regardless of the student's status with regard to disability. Consistent with the requirements under the Americans with Disabilities Act and other relevant state and federal laws, the University makes reasonable accommodations to its facilities and programs. Students who need accommodations should contact Student Accessibility Services to make a request. Student Accessibility Services is located on the lower level of Welder Library, and you may contact them by phone at 701-355-8264. To ensure that accommodations are in place by the date they are needed, students must submit their request before the deadlines set by Student Accessibility Services. Applications for accommodations due to temporary disabilities resulting from unexpected accident, injury, illness, hospitalization, or other conditions should be submitted to the same office.

The Residence Life Staff

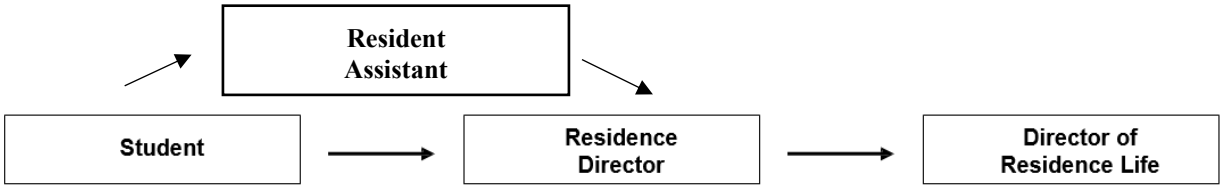
The University employs a variety of staff to welcome and assist students who participate in the Residence Life Program. Together they make up the residence life team consisting of:

Director of Residence Life – is responsible for providing leadership for the University's Residence Life Program. S/He provides supervision for all student residence facilities, the Residence Directors, and Resident Assistants. S/He develops and implements program goals, policies, provides oversight of the residence life facilities, coordinates the application process for student housing, makes room and roommate assignments, and supervises the check-in and check-out process.

Residence 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 are responsible for the overall supervision of their hall and the Resident Assistants in their hall. Under the supervision of the Director of Residence 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. RDs are responsible for ensuring that university policies are enforced in their hall.

Resident Assistants (RAs)—are student leaders employed by the University who live in the residence halls among the students they serve. RAs respond to student questions and concerns, and they help plan activities and programs for the residents in their hall. They also assist with enforcement of policies by documenting policy violations for referral to the professional members of Student Development.

Living on campus provides students the opportunity to learn how to live in a community. Students are encouraged to get to know the residence life staff of their hall and to participate in residence life programs and events. All residents are invited to bring forward questions and suggestions. The chain of communication for residence life staff is below. Please note that students should address serious concerns to their Residence Director first.



Eligibility for the Residence Life Program

The University reserves the right to limit placement in its Residence Life Program to those students who meet its eligibility requirements. The University also reserves the right to review the eligibility status of any student at any time. If a student fails to maintain his/her eligibility while a resident, the University has the right to take appropriate action, which may include the imposition of conditions to continue residence, reassignment to another residence facility, suspension, or dismissal from the Residence Life Program.

General Eligibility Requirements

1. The student must be enrolled in a traditional undergraduate or graduate program at the main campus. For the purposes of this policy, full-time status is a minimum of 12 semester credits for undergraduate students and 9 semester credits for graduate students. Any student who drops below full-time status in the middle of a semester must receive the permission of the Director of Residence Life to be eligible to continue to live on campus for the remainder of the semester.
2. The student must be current with his/her student account at the University.

3. Students with a student conduct level at Level 4 who have fulfilled the on-campus residency requirement must have permission from the Director of Student Life to participate in the Residence Life Program.

Summer Eligibility

1. The student must meet at least one of the following criteria:
   a) The student must be enrolled in at least one course at the University during the summer term. The course may be a traditional course taught on campus or it may be an online course.
   b) The student must be a student who was enrolled full-time during the spring semester in a traditional undergraduate or graduate program and must be pre-registered for a traditional undergraduate or graduate program in the fall.
   c) The student must be employed by the University during the summer and have completed an application for the Work Campus program at the time of application.
   d) The student must be an admitted student and have the approval of the Director of Student Life to live on-campus during the summer.
2. The student must be current with his/her student account at the University.
3. Students with a student conduct level at Level 4 who have fulfilled the on-campus residency requirement must have permission from the Director of Student Life to participate in the Residence Life Program.

Summer Short-term Housing

The University of Mary's Departments of Residence Life, Hospitality, and Dining Services are proud to partner together to offer a budget-conscious Short-Term Room & Board Plan. Eligibility for Short-Term Summer Housing is determined utilizing the same Summer Eligibility requirements found above; students under the residency requirement are not eligible for short-term housing. Short-Term Summer guests will be required to sign a Residence Life Agreement upon check-in and are required to comply with all campus policies. Weekly reservations are required to pay a $400 (non-refundable) deposit and monthly (or longer) reservations are required to pay a $500 (non-refundable) deposit upon booking to hold the room, with the remaining balance to be paid at the completion of the reservation. Additional fees for missing keys, room damages, etc. will be detailed in the Residence Life Agreement. Requests for Short-Term Room & Board must be submitted by May 1. Room requests submitted after the first day of class during the summer term are subject to a 15% surcharge and will be approved based upon availability. Questions can be directed to housing@umary.edu.

Criminal History

Any student who has a criminal history must make full disclosure to the University at the time of application. Failure to do so may result in the University withdrawing the student's offer of placement.

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 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 Residence in Deichert Hall or Boyle Hall

Deichert Hall is a residence for men. Boyle Hall is a residence for women. To be eligible for residence 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 60 credits that have been transferred into or earned at the University of Mary.
2. Maintain a minimum GPA of 2.0 or higher (any student who fails to maintain the required GPA is subject to mandatory reassignment to another facility).
3. Maintain a student conduct level at or below a Level 3. (any student who fails to maintain the required conduct level is subject to loss of eligibility to live on campus or mandatory reassignment to another facility).
4. Have successfully completed the University's Alcohol Education Course.

Special Eligibility Requirements for Residence in The Cloisters

To be eligible for residence in Subiaco or Monte Cassino Apartments, the student must meet all the General Eligibility Requirements and must:

1. Have successfully completed a minimum of 60 credits that have been transferred into or earned at the University of Mary.
2. Maintain a minimum GPA of 2.0 or higher (any student who fails to maintain the required GPA is subject to mandatory reassignment to another facility).

3. Maintain a student conduct level at or below a Level 3 (any student who fails to maintain the required conduct level is subject to loss of eligibility to live on campus or mandatory reassignment to another facility).
4. Have successfully completed the University's Alcohol Education Course.
5. Provide evidence of the student's ability to contribute as a positive member of the Cloister Community.
6. Preference will be given to students willing to commit to a Residence Life Agreement for an entire calendar year (12 months).

Special Eligibility Requirements for Residence 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 the General Eligibility Requirements and must:

1. Apply and be approved for placement. The application process includes a requirement to demonstrate, through an interview and written reflection, a sincere desire to grow in faith, holiness, and virtue according to the goals for these programs. Please contact the Student Development Office for an application.
2. Maintain a minimum 2.5 GPA. Any student who fails to maintain the required GPA is subject to mandatory reassignment to another residence hall.
3. Maintain a student conduct status at or below Level 2. Any student who fails to maintain the required student conduct level is subject to loss of eligibility to live on campus or mandatory reassignment of another residence hall.

Special Eligibility Requirements for Residence in the Saint Teresa of Calcutta Community for Mothers

To be eligible for placement in Saint Teresa of Calcutta Community for Mothers, the single woman must meet the General Eligibility Requirements and must:

1. Apply and be approved for placement. The application process includes a requirement to demonstrate, through an interview and written reflection, a sincere desire to grow in faith, holiness, and virtue according to the goals for these programs. Please contact the Student Development Office for an application.
2. Be facing a crisis pregnancy or in need of extra support with their child(ren) who are between the ages of newborn to pre-k (age 4).

Special Eligibility Requirements for Residence in Bethany House or the Catholic Studies Men's House

To be eligible for placement in Bethany House or the Catholic Studies Men's House, students must meet the General Eligibility Requirements, and must:

1. Have successfully completed the University's Alcohol Education Course.
2. Provide evidence of the student's ability to contribute as a positive member of the house.
3. Apply and be approved for placement. The application process is coordinated between Residence Life and members of the University's faculty and staff. Questions can be directed to Residence Life at stlife@umary.edu.
4. Maintain a minimum 2.5 GPA. Any student who fails to maintain the required GPA is subject to mandatory reassignment to another residence hall.
5. Maintain a student conduct status at or below Level 2. Any student who fails to maintain the required student conduct level is subject to loss of eligibility to live on campus or mandatory reassignment of another residence hall.

Married Students and Students with Children

At the present time, the University does not have residential facilities for married couples or students with children. Married students are encouraged to find housing off campus. Unmarried mothers with children may be eligible for the Saint Teresa of Calcutta Community for Mothers. To learn more about the Saint Teresa of Calcutta Community for Mothers, please contact saintteresa@umary.edu.

Application for the Residence Life Program

New Students

Upon acceptance to the University, the Admissions Department provides new students with information about how to access the University's online residence life application process. Students who are under the residency requirement but have not filled out a housing application may be placed into housing, charged accordingly, and are subject to the relevant housing agreement.

Currently Enrolled Students

Each spring, currently enrolled students receive information regarding applying for housing for the following academic year, as well as the summer term. Questions about this process can be directed to Student Development. Students who are under the residency requirement but have not filled out a housing application may be placed into housing and charged accordingly.

Residence Life Fee

A residence life fee is required at the time of initial application. Applications will not be processed until the fee is received. For information about the current amount of the residence life fee, please refer to the University's official schedule of tuition and student fees. The fee is not a deposit and will be credited to the student's account after move-in. If the student chooses not to be a residential student after paying the fee, the fee will be refunded based on the terms and conditions of the student's Residence Life Agreement.

Placement in the Residence Life Program

When applying to live on campus, students are applying to live on campus, and not necessarily to live in a particular location. By applying to live on campus and receiving a housing assignment, the student agrees to the terms and conditions of the housing agreement for the relevant term. The University reserves the right to make the final determination regarding all residence life assignments based on what it believes is in the best interests of all involved. With that said, the University will make every effort to honor student preferences regarding residence hall and roommate requests when making placement decisions. Placement decisions are generally made in line with the published priority metrics of the housing selection process and within the following parameters:

1. Students must meet the eligibility requirements of the residence halls they request.
2. The University gives students required to live on-campus (see Community Standard 13) priority for assignment to available spaces when space is limited.
3. First-time freshmen are assigned to live together in residence halls designated for freshman. North Hall is designated to be the residence for freshman men and Roers Hall is designated to be the residence for freshman women. The University reserves the right to assign other students to any beds in freshman halls that are not filled by freshman students, and the University reserves the right to assign freshmen students to other residence halls should the need arise.
4. Students who request placement for the calendar year or entire academic year have priority before students who request placement for a single semester.
5. The University has a limited inventory of single rooms and rooms with private bathroom facilities. There may be additional fees for single rooms and rooms with private bathrooms.
6. All roommate and suitemate preferences must be expressed within the online housing portal.

Arrival and Departure from a Residence Hall

Dates the Residence Halls Are Open

Students participating in the Residence Life Program will be provided with dates and times to move into their student residence, dates the residence halls close for Christmas Break, and dates for vacating the student residence. Students are required to abide by the scheduled dates. Any student with extenuating circumstances must contact their Residence Director in advance and must receive approval prior to staying outside of scheduled open dates. Any student who moves into a student residence prior to his/her scheduled date, stays in his/her student residence beyond the scheduled date to vacate, or remains in a residence hall that is closed beyond the closing date will be subject to additional fees and penalties.

At the Start of Each Term

In order to provide students with an efficient move-in experience, a date and time will be scheduled for each student. Students who are required to return to campus early because of participation in a required activity such as athletics, University Ministry, Student Ambassadors, etc. will be scheduled to move in with their group. Information about all check-in times will be posted on umary.edu and will be available at the Student Development Office. Students with extenuating circumstances must contact their

Residence Director prior to arriving on campus to seek approval to move in earlier than their scheduled time. Students approved by the Director of Residence Life to move in prior to their scheduled time will be charged a daily fee of $50/day. Students who make a request for an early check-in time less than one week before their scheduled check-in time will be charged a late request fee of $50. Generally, requests for early arrival are approved only if there is valid rationale. No overnight guests will be permitted during the early-arrival period. Students who allow another student to stay in their residence without approval are subject to student conduct action and fines.

The Christmas Break

Boniface East, Boniface West, Greg Butler, Hillside, North, Roers, Riverview, Saint Joseph's, and Saint Scholastica halls, are all closed for the Christmas Break between the fall and spring semesters. Residents of these halls are required to check out of their student residence no later than 24 hours after the last scheduled fall semester exam. Students who have a Residence Life Agreement for the entire academic year may leave their personal belongings in their student residence during the Christmas Break.

Students who need accommodations over the Christmas Break (stay late, early arrival) may apply for the University's Christmas Break Interim Housing Program. No overnight guests will be permitted during the interim housing period. The deadline to apply is one week before the last day of semester exams. 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. Accommodations 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 student conduct action and the daily Residence Life Fee for each day stayed.

Boyle Hall, Deichert Hall, The Cloisters, Bethany House, the Catholic Studies House, and the Saint Teresa of Calcutta Community for Mothers will remain open over the Christmas Break. Students residing in these facilities may stay in their student residence over the Christmas Break, provided the student registers at least one week in advance with his/her Residence Director. Students who fail to register as required are subject to additional fees, penalties, and student conduct action. No overnight guests are allowed over the Christmas Break.

Checking In and Checking Out of Student Residences

Procedures for Checking into Student Residences

Each student is assigned a specific time to check into his or her student residence. Because of the large number of students who need to move into the residence halls, it is important for all students to comply with their assigned move-in time. If there are special circumstances that make this impossible, it is important for the student to arrange in advance for a special check-in time. Students who need to move into their student residence early are subject to an early arrival fee in the amount of $50/day. Students who do not comply with their scheduled check-in time and who fail to make prior arrangements will be assessed additional fees and may be subject to penalties.

All students must be checked into their residence by a member of the Residence Life staff. Students are expressly prohibited from moving into a student residence without being checked in by an authorized member of the Residence Life staff – even if roommate(s) or suitemate(s) have already moved in.

At the time of check-in, students will be issued keys and will be asked to sign a Room Condition Report (RCR) that describes the condition of the student residence on the date the student took occupancy. When the student vacates his/her residence, the RCR will be used to determine if there are damages to the residence and/or to furnishings. Students will be held responsible for damages. Students will also be required to sign a Residence Life Agreement with the University before taking occupancy of their residence.

Students who fail to comply with the University's check-in procedure will be subject to an improper check-in fee of $50. Moving into a student residence without being checked in by an authorized member of our Residence Life staff will result in additional penalties and fees.

Procedures for Checking Out of Student Residences

At least 24 hours in advance of the time a student wishes to vacate his/her student residence, s/he must schedule an appointment with a member of the Residence Life staff to check out. Students who do not comply with the checkout procedures are subject to an improper checkout fee of $50. Students who fail to turn in university keys at the time of check out are subject to a $25 key replacement fee for mail keys not returned and $100 for a room key not returned.

Vacating Student Residences in the Event of Graduation, Withdrawal, Suspension, or Expulsion

Graduation

Students who graduate from the University are required to vacate their student residence by noon on the day following graduation.

Withdrawal

Students who withdraw from the University are required to vacate the 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 for the remainder of the semester in which the student has withdrawn. A student who withdraws in good standing is eligible to be an overnight guest of an on-campus student in subsequent semesters.

Suspension and Expulsion

Students who are suspended or expelled from student housing or from the University will be required to vacate their 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.

Students who have withdrawn from the University and those who have been suspended or expelled become ineligible to reside in student housing. Former students who stay in student housing without proper authorization are subject to prosecution for trespassing.

Living On Campus

Occupancy of a Student Residence

The official occupancy of each student residence is determined by the University and serves as the basis for determining residence life fees. 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.

Students may request single occupancy of a room designated as a double at the single room rate. However, the University reserves the right to approve all such requests based on its ability to meet the overall demand for placement in its Residence Life Program.

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. Students 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 students to refuse to accept a new resident. Any student who refuses a new roommate or otherwise acts in a manner to cause a new roommate to feel unwelcome is subject to student conduct action.

The Consolidation Process

In order to manage vacancies in the residence halls in the most efficient manner possible, the Residence Life Program may consolidate placements and assignments in student residences where vacancies exist. Students who live in a room or suite where a vacancy exists may choose from the following options:

1. Request another student/other students from another under-occupied student residence in your hall to fill the vacancy.
2. Relocate to another room or suite with a vacancy in your hall.
3. Request a move to a room officially designated as a single room (dependent upon eligibility and availability). Generally, freshmen are not eligible to live in a single room without an accommodation.
4. 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 were fully occupied. Generally, this option is reserved for sophomores, juniors, and seniors.

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. Please note that there may be a difference in cost based on the consolidation and, as such, the student is subject to the variable room charge.

Requests to Change Rooms or Roommate/Suitemate Assignments

The University believes that living in a stable community, and in particular living with consistent roommates, helps teach our students how to be in relationship and what it means to belong to one another. Recognizing that stability is integral to a community's flourishing, assignment changes, which create instability, are only performed when they are necessary and in the best interest of the community. The University also values students' preferences when making housing assignments, and thus, students are given the opportunity to request roommates during the annual housing application process in the spring semester. Therefore, after housing assignments are released, they are considered to be final. In the event that a student believes there is a necessary reason to request a housing assignment change, the request should be directed to the student's Residence Director. These requests are generally considered according to the following parameters:

1. The University will generally not process requests to move until after the fifth week of each semester unless there are special circumstances and then only if there is availability. This is to ensure that everyone who has applied for the Residence Life Program has been assigned. It also provides time for students to get to know roommates and suitemates before requesting a change.
2. The University will typically consider whether a student has completed the roommate conflict process and whether the student recently gained eligibility to live in a community in which they were previously ineligible to live (e.g., moving to the Campus Apartments). If a student's situation does not involve a roommate conflict or a recent eligibility change, the student can submit an extenuating circumstances request to the Director of Residence Life for review. This form can be found in the Student Development Office. The decision of the Director of Residence Life is final.
3. The University will generally not consider a request to remove a roommate or suitemate. The general principle is that the student who wants a change is the student who should ask to be moved out of the student residence.

Circumstances when it is appropriate to ask the University to remove a roommate or a suitemate from a student residence include those instances where a student engages in activity that is illegal, endangers the safety or wellbeing of others, violates the terms of the agreement to remain substance free in a room or suite designated as substance free, or 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.

Unauthorized Occupancy

Unauthorized occupancy of a student residence is a serious violation of the University's Community Standards. Unauthorized occupancy is allowing any person (including another student) to stay overnight and/or live within a student residence without the expressed approval of the Director of Residence Life. Students may not sublease their student residence or any portion of their student residence to another person. There is a process for students to request approval to have an overnight guest (see the Overnight Guest policy in a later section). Students who violate this policy are subject to a fine in the amount of $250 plus a daily Residence Life Fee in the amount of $50/day for each day accommodations were provided, along with student conduct action.

Open House Hours

The Lumen Vitae University Center is open twenty-four hours a day to provide opportunities for students of the opposite sex to socialize together in several great spaces including the Campus Living Room and Campus Restaurant.

Therefore, in order to maintain a residence life culture that supports the University's Christian, Catholic and Benedictine mission and values and to maintain an environment within the residence halls that is conducive to studying, sleeping, and the spiritual well-being of each resident, the University has established open house hours when guests of the opposite sex may be present in the residence halls. Open house hours apply equally to family members of students, as well as visitors who are not related.

Open house hours for the University's traditional and suite-style residence halls including Boniface East, Boniface West, Riverview Greg Butler, Hillside, North, Roers, Saint Joseph's, Saint Scholastica Halls, and the Saint Teresa of Calcutta Community for Mothers are:

- Sunday – Thursday: Noon to 10 PM
- Friday and Saturday: Noon to Midnight

Open house hours in the University's apartment community including Deichert Hall, Boyle Hall, Subiaco Apartments, and Monte Cassino Apartments, Bethany House, and the Catholic Studies Men's House are:

- Sunday – Saturday 10 AM to Midnight

Open house hours may be modified in the following manner:

1. The Director of Residence Life may extend the open house hours until midnight on nights when classes will not be in session the next day for the traditional and suite-style residence halls.
2. Open house hours may be restricted in any facility due to an emergency or as a part of conduct sanctions for the entire hall.
3. Open house hours for any residence facility may be made to be more restrictive than those listed upon a request of the residents supported by a simple majority vote of the residents. Students interested in this option may contact the Residence Director who shall provide oversight for the voting process.

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 she/he be placed in a situation that causes embarrassment. The host is responsible for ensuring that visitors are informed of policies for community life, and she/he is responsible for ensuring 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 excessive duration abuse the hospitality of others and show a lack of respect for the privacy and comfort of roommates and suitemates. Therefore, hosts are expected to practice moderation with regard to the frequency and duration of visits.

Overnight Guests

To provide student residents with guidance in maintaining a balance between personal freedom and responsibility to others, the University of Mary also has established the following policy regarding overnight guests:

1. 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 to friends, as well as family members and relatives. Students who have guests of the opposite sex are encouraged to arrange with on-campus friends of the guest's sex to serve as hosts.
2. 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 which is available from the Residence Director or from the Student Development Office. Completed forms must be submitted to the Residence Director 48 hours prior to the guest's arrival. If the guest is staying the weekend, the form must be submitted Thursday by 4:30pm.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.
3. Roommates and suitemates should not be compelled to give up their space 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 refuse the presence of overnight guests in the residence.
4. Students who host an overnight guest are generally limited to:
   a) Hosting no more than two guests per night and for no more than two nights in a row.
   b) No more than 5 overnight guests per semester.
5. Guests under the age of 18 are allowed only with a signed Parental Consent Form. Requests for approval must be provided to the Residence Director one full business day prior to the requested date of stay.

The University's Process to Resolve Roommate Conflicts

The roommate experience is an excellent opportunity for formation. It provides students with an opportunity to encounter someone who is a bit different from them and learn how to live in community with this person. Whether graduating and living with a roommate, getting married, or joining a religious community, life is lived in relationship with others. Part of a university experience is providing students the challenge and support necessary to be formed by this experience. It is the hope of the University that students participating in the Residence Life Program will have a positive experience with roommates, suitemates, and the other students with whom they share an apartment.

Each student is expected to do his/her best to get along with and resolve conflicts with roommates, suitemates, and those with whom they share an apartment. The University provides students participating in the Residence Life Program with agreements designed to facilitate a candid discussion among all the parties involved about expectations. The students in each student residence are advised to use the roommate agreement as a starting point to proactively discuss expectations of one another and make

agreements about issues where differences exist. This is a typical part of a freshman student's first couple of weeks on campus. Students may request the assistance of their Residence Director if any member of the residence refuses to participate or if those involved need help. Each student that is a party to the conflict is expected to try to resolve the conflict in a mature and respectful manner. Talking negatively about others and posting negative comments on social media is neither mature nor respectful and should be avoided. While it may be helpful for students to ask parents for advice and support, it remains the student's responsibility to engage in the process of resolving the matter and working with university officials when assistance is needed. Unless there are circumstances that warrant otherwise, when the University becomes involved in helping students resolve a conflict the University's first goal will be to find a resolution that will allow the parties to continue to live together. For many students, learning to compromise and finding that it is possible to continue to live with someone with whom you have had a conflict may strengthen a friendship that would otherwise end. It is in accepting this as an opportunity for formation, not a burden to be rid of, where we learn to encounter others. So, it is important to thoroughly explore this possibility before deciding to separate the parties.

Nevertheless, for a variety of reasons, conflicts between roommates do occur and when they do the University's protocol for resolving conflicts typically includes the following steps:

1. Roommates meet 1-1 to discuss the conflict candidly and respectfully. Roommates should discuss possible solutions for the issue and come to an agreement on an acceptable resolution. This can be formal but will likely look like a regular conversation. These types of conversations should generally happen multiple times prior to the issue being elevated.
2. Roommates meet 1-1 and complete a written roommate agreement that they each agree to, sign, and deliver to their Resident Assistant; roommates are encouraged to consult their Resident Assistant about the agreement before completion. After it is turned in, roommates should wait two weeks to allow the agreement to work before moving to the next step.
3. A roommate or roommates will notify the Residence Director of their area of the conflict and the steps previously taken as well as provide them with a copy of the roommate agreement. The Residence Director will set-up a timely meeting with both roommates to discuss the conflict and come to a shared resolution. If the previous two steps have not been completed in a sufficient manner, the Resident Director may require the roommates to complete them prior to the meeting.
4. In cases where the conflict continues despite mediation from the professional staff, the Director of Residence Life will review the matter. Among the options considered at this level will be voluntary or mandatory reassignment of one or more students to another student residence of the University's choosing. Reassignment of one or more of the parties to another residence is generally not an option the first five weeks of a semester. This is because the University must make sure that everyone who applied for the Residence Life Program, including those who submitted late applications, has been placed in a residence and to ensure residents have sufficient time to get to know their roommates/suitemates. The Director of Residence Life's determination is final.

Policy on Entry into Student Residences

The University reserves the right to enter the student's residence regardless of whether or not the student is present in the following circumstances: 1) at any time when the health, life, or property of the student 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 premises 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, a Community Standards Officer (CSO) has stipulated future random inspections of the residence as part of the sanctioning process; 5) in the course of a fire drill or other emergency response drill to ensure compliance with the drill. In non-emergency situations, university personnel will knock before entering and announce intent to enter.

Policy on Search of 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; or
b) facilities or property is endangered; or
c) there is reasonable cause to believe there has been a violation of university policy; or
d) as a result of a violation of university policy on the part of residents, a Community Standards Officer (CSO) has stipulated future random inspections of the residence as part of the sanctioning process.

On campus student residences are University of Mary property. Students are responsible for the security of the student residences with which they have been entrusted. Student residences and lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of university facilities by any student shall constitute consent by the student to a search by authorized school personnel and/or law enforcement.

The University also reserves the right to notify law enforcement officials of an administrative search and anything that may be illegal that is discovered during the search. The University also reserves the right to, and will when required by law, request the assistance of law enforcement authorities when conducting or processing a search.

Finally, if a student has been found responsible for violating a university policy that endangers others or involves alcohol and/or illegal and/or illicit drugs, the CSO may, as a part of the sanctioning process, authorize future unannounced searches of the student's on-campus residences. The search process will follow all regular university search procedures.

Search of Student Residences Procedure

If there is reasonable cause to believe 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 Executive Vice President, Vice President for Student Development, Director of Student Life, Director of Residence Life or the Campus Safety and Security Coordinator. At least two university staff members will be present during the administrative search; one Resident Assistant and one professional staff member is acceptable. The University reserves the right to request the presence of a law enforcement officer during the search. In the event the student is not present, University personnel conducting the search shall notify the student the search took place. The notice shall indicate the university official who authorized the search and an itemized list of all materials confiscated during the search.

If 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.

Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to university policy. Any alcohol found in violation of University policy will be immediately disposed of by University personnel. Items that may have violated Standard 9 may be turned over to law enforcement. Items confiscated that may violate University policy but are not illegal for the student to possess will be removed from the residence and returned to the student at an appropriate time so the student can remove the item from campus. Items not retrieved by the student will be disposed of at the end of each semester.

Search by Law Enforcement

Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant as allowed by law. 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. 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.

Scheduled Inspections

For the purposes of maintenance, safety, and security, inspections of student rooms and apartments may be conducted at various times during the academic year. Health and safety checks are typically conducted in October, February, and June. Students will be reminded of Health and Safety Check month via email by Residence Life near the beginning of Health and Safety Check month. Additionally, Residence Life will place a posting in each residential facility reminding students of the scheduled inspections. Before entering a residence, staff members doing the inspections will knock and announce their intention to enter. 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.

If a violation of the University's alcohol or drug 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 investigate and conduct a search of the entire residence.

A written or digital receipt will be provided to the residents informing them of the time and date of the inspection, as well as information about any confiscated items or policy violations.

Medical Emergencies and Student Illnesses

If a student experiences a medical emergency the first thing to do is to call 911. Once emergency authorities are notified, the University of Mary Campus Safety and Security Department should also be notified at 701-355-8000 (24 hours/day).

When a student becomes ill, the student should go to or call the University of Mary Student Health Clinic (701-355-3770). 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 one of the CHI St. Alexius Health Urgent Care Clinics or the CHI St. Alexius Health Emergency Room. If the student needs assistance after hours she/he should contact the Residence Director who is on-call at 701-425-5242 (24 hours/day).

If a student is experiencing a mental health emergency, the student or a person assisting the student should call the CHI St. Alexius Health EAP Program at 701-530-7195 for 24-hour emergency and crisis counseling.

If a student is sick with influenza or another contagious illness, the Student Health Clinic will work with the Director of Residence Life to determine a location where the student can be isolated until she/he is no longer contagious. In addition, if the student is not able to go to the dining halls, the student's Residence Director may arrange with Dining Services to have meals delivered to the student in his/her student residence.

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 they have adequate insurance for medical expenses.

Lofts and Bunking

Students may have the ability to loft/bunk the beds in their room, depending on the configuration of the room. Students who choose to loft/bunk their bed may request the appropriate form from housing@umary.edu; an additional fee is required for renting a loft. Personally constructed lofts are prohibited.

Responsibility for Damages to University Property

Students share responsibility for stewardship of the University's property and facilities. Students are prohibited from removing furniture belonging to the University from a student residence without the permission of the Director of Residence 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.

Fines Related to Living On Campus

Students share responsibility for stewardship of the University's property and facilities. Additionally, Residence Life has processes and procedures for moving in and out of a living space, as well as for requests to stay on campus outside of the typical housing dates; students are responsible for following these processes and procedures. Students who fail to comply with the processes and procedures for living on campus, or who damage or misuse University property, are subject to the fines posted on My.UMary.edu under 'Residence Life'. Failure to pay the fine may result in a hold being placed on the student's account.

Meal Plan Requirements in the Residence Halls

All students who live on campus are required to purchase a meal plan. The type of plan needed to fulfill this requirement varies depending upon the place of residence. Students may consult the University's meal plan brochure or contact dining@umary.edu for information about the meal plans that fulfill this requirement for their place of residence. Prior to the start of each semester, students may select a plan from among the options available for the student's place of residence. The University

will select a meal plan for students who do not select a plan by the required deadline. Students with a need for a specific diet plan or an accommodation should contact dining@umary.edu.

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 for checking specific information included in the current Meal Plan Brochure.

Maintenance in Residence Facilities

Students are expected 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 required to provide their own cleaning supplies.

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 accessible from http://dlweb.megamation.com/UMary. 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 things such as a light bulb that needs to be replaced, a washer or dryer that is not operating, lost computer access, something that needs to be cleaned, etc. Some maintenance problems are urgent, and residents should immediately report this type of problem to Campus Safety and Security at 701-355-8000. Examples of emergency maintenance needs that should be reported immediately include any problem that endangers public safety and any problem that, if not addressed immediately, has the potential to cause damage to the building or its furnishings such as water leaks, no heat, no electricity, someone trapped in an elevator, etc.

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, the Director of Physical Plant will notify the Director of Residence Life and the students who will be impacted in advance 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.

Quiet Hours and Noise

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 Director has the authority to establish and post quiet hours for the facility. The established quiet hours for each residence hall will be posted in the hall. During the final exam period each semester, residence halls will observe 24-hour quiet hours. All students should be advised that those times outside of quiet hours do not constitute free license regarding 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. Students are expected to respond to concerns of other residents in a respectful and considerate manner.

Insurance/ Responsibility for Loss

The University of Mary's insurance carrier does not cover losses for theft and losses of personal property. For this reason, insurance for loss involving personal property is the responsibility of the student. Many students may have coverage under their parents' homeowners' policy, so it is advisable for students to ask parents to check with their insurance carrier. If the student is not covered by the parent's policy, insurance for students living in residence halls is available to purchase from most insurance carriers.

Laundry Facilities

Laundry facilities in each residence hall are provided for residents of that particular hall. Students who are not current residents of the residence hall are not eligible to use the facilities. Violators are subject to student conduct action.

Sports Equipment

The use of sports equipment in the residence halls is 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.

Motorized Devices

The use, possession, and storage of hoverboards or any other motorized vehicles (three-wheelers, four wheelers, mini motorcycles, self-balancing scooters, battery-operated scooters, Segways, etc.) is prohibited on campus. Should these devices be found, they will be confiscated and removed from the premises.

Animals and Pets

Due to safety concerns, allergic sensitivities, and the potential for damage to facilities, the University of Mary does not permit pets or animals in student residences except for fish in a small aquarium. Trained and certified service animals are welcome. In compliance with Section 504 of the Rehabilitation Act and the Fair Housing Act, University of Mary will consider on a case-by-case basis requests for an assistance animal in housing.

Please contact the Student Accessibility Services Office located in the lower level of the Welder Library for additional information. Complete policy details may be accessed in the Housing Accommodation Policy on my.umary.edu.

Windows

Students may not enter or exit residential buildings through windows, and window screens are to remain in place at all times, with the exception of the need to exit in case of emergency. Students may not display decorations or other materials from the windows of residential buildings.

Decorations

Residence Life encourages roommates to work together to allow their individual expression to come forth when decorating their room. However, health and safety remain at the forefront of our priorities and for this reason there are limitations. The items not allowed for use in decorating your room include, but are not limited to:

- Items that hang from the ceiling (i.e., flammable cloth, plants).
- Screws, nails, or hooks in walls, ceiling, closets, furniture, or woodwork.
- Decals, bumper stickers, contact paper, or any other material that causes damage when affixed to university property.
- Tape used on wood or painted surfaces.
- Material used to hang posters that leaves marks (please use sticky tack or Command Strips).
- Decorations that are inconsistent with the University's Mission and Values.
- Alcohol bottles, cans, and posters.
- Furniture that does not meet the current fire safety code.
- Straw, leaves, and branches.
- Live Christmas trees.
- Door mats, with the exception of apartments with an exterior entrance.

Students are also banned from painting their room and are prohibited from altering the light fixtures in their residence hall room. Residents are responsible for any damage to university property.

If you display an item which is incongruent with this policy, a Residence Life staff member will discuss the concern with you and you will be required to remove the item in question. Check with a Residence Life Staff member if you have questions about what may or may not be appropriate.

Prohibited Items

The University reserves the right to prohibit the possession of various items in residential communities. The list of prohibited items includes, but is not limited to:

- Cooking appliances that utilize open flame or coil heaters, such as toasters, hot plates, electric skillets, George Foreman grills, and any appliances with an exposed heating element.
- Torch lighters
- Space heaters and air conditioning units
- Candles (wick or no wick) and candle warmers
- Halogen lights
- Pets (service animals are welcome)
- Tattoo equipment
- Weapons including but not limited to BB guns, paint guns, pellet guns, airsoft guns, explosives, fireworks, dangerous chemicals, or other dangerous weapons
- Gas or battery-powered vehicles and equipment, including, but not limited to, scooters, motorcycles, off-highway vehicles, hoverboards, Segways, or similar items

- Car batteries inside of a residence
- Gasoline, kerosene, lighter fluid, and all other flammable or hazardous materials
- Alcohol paraphernalia, including, but not limited to, signs, lights, posters, calendars, glassware, or containers (including empty containers) that feature or promote products that contain alcohol
- Drug paraphernalia, including pipes, bongs, and other devices used to smoke, ingest or inject illicit substances, as well as any signs, lights, posters, calendars, glassware, or containers that feature or promote illicit drugs and substances. Illicit substances of any kind
- Pornographic materials of any kind or any materials that feature or promote sexuality in any manner contrary to Catholic teaching
- Any materials that are racist, sexist, or otherwise demean the God-given dignity of people.
- Purchased or home-built lofts (lofts provided by the university are allowed)

Commercial Activity

Residents are prohibited from conducting any type of business out of a student residence or anywhere on University property without the permission of the Director of Student Life.

Conduct Sanctions for Groups of Residents

At his/her discretion, a Community Standards Officer (CSO) 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 CSO will determine the appropriate conduct level for each individual involved consistent with the violation.

Key and Lockout Policy

Each student is required to be responsible for his or her University issued keys. If keys are lost or stolen, the student is required 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.

If a student is locked out of a personal residence, she/he may contact an on-call 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 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 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.

If it is determined that the student no longer possesses keys, the student must visit the Student Development Office to arrange for their room to be re-keyed and issued new keys. Fees will apply for this service.

Storage of Personal Property

The University does not provide storage for personal belongings in advance of the scheduled check-in date or after students have vacated their residence hall or apartment. Commercial storage facilities are available for this purpose. The University assumes no responsibility for personal belongings that are stored or left behind on campus. Any property left behind on university property will be considered abandoned property and will be disposed of accordingly.

Campus Safety and Security

Student safety and security is a high priority at the University of Mary. To ensure that all residence halls are safe and secure, the Residence Life Program works closely with other departments including Campus Safety and Security and Physical Plant:

1. Campus Safety and Security Department – Located in the Harold Miller Center directly behind the main entrance into Arno Gustin Hall, the Campus Safety and Security Department (CSS) responds to calls placed to its 701-355-8000 number around the clock, seven days a week. The department maintains office hours Monday – Friday from 8 AM to 4:30 PM. After hours, uniformed security guards monitor the campus and respond to requests for assistance. Students may call the 701-355-8000 number to request an escort from their vehicle to their residence hall.
2. In the event of an emergency, students should first call 911 and then place a second call to CSS at 701-355-8000. CSS publishes a Campus Security Report containing detailed information about security policies and practices at the University of Mary. The report is available online and hard copies are available upon request from CSS.

   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 expected 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 while carrying out their assigned duties. All students are expected to treat them in a respectful and cooperative manner. Security personnel are authorized to assist residents with policy enforcement and may refer students who violate policies for student conduct action.

CSS and Residence Life collaborate to conduct safety training and fire drills. All students are expected to participate as instructed, and failure to comply may result in student conduct action.

Physical Plant

In order to provide a safe and clean campus, the Physical Plant Department maintains the University's facilities including the residence halls. Members of the custodial staff keep the public areas of the residence halls clean, and members of the facilities staff keep the mechanical systems and fixtures in good working condition. Students are expected to be good stewards of the University's facilities, and they are expected to dispose of waste as directed and clean up after themselves when using public areas of the building. Students who fail to do so may be subject to fees and student conduct action.

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 accessed at the University's webpage on the Dignity of the Human Person.

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. Depending on the nature of the grievance, the Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process may apply. These policies may be accessed at the University's webpage on the Dignity of the Human Person.

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 accessed on the University's Dignity of the Human Person webpage.

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 accessed on the University's Dignity of the Human Person webpage.

Academic Complaints Process

The University of Mary strives to resolve academic complaints, grievances, and concerns in a fair and respectful manner. Students, faculty, staff, and members of the public who perceive a college academic policy violation may submit a complaint. The complaint process is designed to identify substantive problems with an institution's ability to meet the Criteria for Accreditation.

The University of Mary is fully dedicated, as a Christian, Catholic, and Benedictine community, to upholding the dignity of every human person. Those who encounter unjust treatment or discrimination within the University of Mary community are especially worthy of the University's care and concern.

Financial Aid Suspension Appeals

Academic Amnesty

Academic Appeals

General Grievance/Fair Treatment Policy

Any student of the University of Mary who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through policies and procedures established by the University for that purpose. Please see the compendium of University policies regarding the Dignity of the Human Person for more information.

All other complaints, disputes, and differences of opinion are dealt with through a process outlined in the *Fair Treatment Policy for Students*.

Grievances Involving Parking and Traffic Citations

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

Appeals Regarding Student Conduct Cases

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

Complaints Unresolved at the University Level

Student complaints related to the University of Mary's programs not resolved through the University's academic grievance procedures as described in the University Catalog or the General Grievance Policy for Students may be filed to the applicable state agency in accordance with the timelines and processes outline below.

State	Process	Timeline
California	Pursuant to California Education Code 94801.5(b): Non-public higher education institutions that are degree granting, non-profit, and accredited are exempt and need not register with the California Bureau for Private Postsecondary Education. University of Mary students residing in California that wish to make a complaint may do so through the below complaint process. A complaint may be filed by writing to the California Department of Consumer Affairs (DCA) or calling DCA's Consumer Information Center (CIC) at: California Department of Consumer Affairs Consumer Information Center 1625 North Market Blvd., Suite N112, Sacramento, CA 95834 Telephone: (833) 942-1120 dca@dca.ca.gov https://www.dca.ca.gov/consumers/complaints/oos_students.shtml	Not specified
Montana	Student complaints related to the University of Mary's programs delivered onsite in MT that are not resolved through the University's academic grievance procedures as described in the University Catalog or the General Grievance Policy for Students may be filed as follows: Complaints concerning consumer protection violations should be directed to the Montana Department of Justice Office of Consumer Protection. https://dojmt.gov/office-of-consumer-protection/consumer-complaints/ Complaints concerning proper licensure under Montana law (see Board of Regents' Policy 221), may be directed to: Montana University System Office of the Commissioner of Higher Education, 560 N. Park Avenue, PO Box 203201, Helena, Montana 59620-3201, 406-449-9124.	Not specified

North Dakota	These complaints can be mailed or emailed to: Cheryl Thompson, M.S. Ed. Outreach Manager, Core Technology Services of the North Dakota University System 2000 44th St. SW, Suite 301 Fargo, ND 58103	Within two years of the incident about which the complaint is made
Online	The University of Mary is a member of the National Council for State Authorization and Reciprocity (NC-SARA) which provides comparable national standards for interstate offering of postsecondary distance education courses and programs. NC-SARA defines a complaint as: "a formal assertion in writing that the terms of this agreement, or of laws, standards or regulations incorporated by this agreement, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of this agreement." A copy of the NC-SARA agreement can be found at umary.edu/NC-SARA. These complaints can be mailed or emailed to: Cheryl Thompson, M.S. Ed. Outreach Manager, Core Technology Services of the North Dakota University System 2000 44th St. SW, Suite 301 Fargo, ND 58103	Within two years of the incident about which the complaint is made

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 expected 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 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 CSO have the authority to determine student conduct level and other sanctions deemed appropriate for the violation as part of the student conduct process. When this edition of the Student Handbook went to print, the following general university policies were posted in electronic form:

Academic Honor Code and Honor System
Acceptable Use Policies for Information Technology
Alcohol Policy
Alcohol Reimbursement Policy
Amendments to General University Policies
Annunciation Monastery Property and Grounds
Asset Management Policy for Information Technology Equipment and Software
Authorized and Unauthorized Representation of the University
Campus Security Report
Classroom and Public Space Standards
Collections, Write-Offs, and Allowances for Doubtful Accounts
Communication of Official University Business
Compensation for Weather-Related Closures
Conferral of Posthumous Degrees
Copyright Infringement
Demonstrations Policy
Disability-related Accommodations for Visitors
Discrimination and Harassment Policy
Drug Free Schools Policy
Drug Free Workplace
Events Policy
External Food and Beverage Policy
Faculty Qualifications Policy
Free Speech Policy
Fundraising Policy
Housing Accommodation Policy
Identity Theft Red Flag Policy
Inclement Weather Policy
Infant Friendly Resources Policy
Intellectual Property Policy
Internal Hiring Policy
Leftover Food Policy
Liturgy and Prayer
Marketing and Advertisement Policy
Mobile Cell Phone Reimbursement Policy
Office Standards
Parking and Traffic Safety Policy
Policy Enforcement
Political Activities Policy
Posting Policy
Safe Driver Policy
Salary Adjustment Policy
Social Media Related Policies
Speakers Policy
Student Account Policy
Title IX Sex Nondiscrimination and Related Policies
Tobacco Free Policy
Travel, Conference, and Business Reimbursement Policy
University of Mary Clinic
Weapons, Fireworks, Explosive and Ammunition Policy

Behavioral Intervention Team

At times, for a variety of reasons, a student may experience difficulty managing day-to-day stresses and challenges. When this occurs, the University provides a range of support services including pastoral support, confidential personal counseling, and referral to community-based support services. When a student exhibits any of the following behaviors, the University reserves the right to intervene to protect the safety and well-being of all members of the community.

1. Evidence of intent to harm self or others and/or to be in some significant danger or causing others to be exposed to significant danger
2. Evidence of behavior that threatens others or otherwise interferes with the rights or legitimate activities of others and/or damages or is potentially damaging to property or facilities
3. Evidence of not being able to function and care for self safely or to the point where the student's difficulty interferes with the legitimate rights and activities of others and/or puts others at risk

In order to respond to students exhibiting any of the behaviors described above, the University has established the multidisciplinary Behavioral Intervention Team (BIT) and given it broad authority to intervene with measures up to suspension in order to protect the well-being of individuals and the entire community. Students who are the subject of concern are required to meet with and cooperate with the BIT's efforts to assess the behaviors of concern. Optimally, the student and the BIT will work together to determine a plan to address and resolve concerns. As part of the process of assessing a student's situation, the student may be asked (or in some cases required) by the BIT to undergo an evaluation by an appropriately licensed health care provider (doctor, psychiatrist, psychologist, counselor, substance abuse counselor, etc.) with the costs for any such evaluation to be the responsibility of the student. Students may also be asked to enable communication between the BIT and his/her health care providers to facilitate the exchange of relevant information. The purpose is for the BIT to gather recommendations and information about the student's situation from health care professionals who have evaluated or treated the student so this information can be considered by the BIT and the student in the development of a support plan for the student at the University.

If the student fails or refuses to cooperate with the BIT, and/or if the BIT determines, according to written guidelines adopted by the BIT, that it is not safe or otherwise in the best interests of the university community for the student to continue his/her enrollment, the BIT has the authority to suspend the student until the student satisfies specified conditions. A student who is suspended has the right to appeal his/her suspension to the Vice President for Student Development. The membership of the BIT is determined by the Executive Vice President who will also appoint a chairperson.

Student Experience

As a University of Mary student, Your Mary education will be enriched by our vibrant campus community and surrounding area. From participating in community service to engaging in campus leadership to letting loose at a swing dance, you'll have ample opportunities to grow in new and unexpected ways. And you'll have fun — on campus, in an energetic city, and in the great outdoors. Below are ways students can engage in life at Mary.

University Ministry

The Saint John Paul II Center for University Ministry is located in the Benedictine Center. University Ministry serves the spiritual needs of the entire University of Mary community. It offers a broad range of programs designed to promote an integrated spiritual life and a culture of prayerful discernment, encounter, and evangelization. University Ministry at the University of Mary takes its vision, tone, and very heart from the Good Shepherd (Mt 18:13-14) who came to seek and find the lost, thereby forming those close to Him to do likewise. Thus, our identity is apostolic and our mission in everything we do is to be about the work of evangelization. We humbly recognize that it is in the midst of this work that the deeper conversion and transformation of our own hearts takes place and we come truly to know Jesus. We are ever vigilant and mindful of the temptation to turn inward on ourselves. We resist and we help each other to resist this downward pull. We do not look to get embroiled in the disputes of the day within the Church, which radiate plenty of heat but little light – that is not our mission and the stakes are too high. We choose, instead, with God's grace, to echo Mary's *fiat* at all times (Lk 1:38) and to live our Catholic faith with joyful reverence and unceasing gratitude in service to Christ and His Church. This is the gift we have graciously been given; this is the gift we desire to give.

Chesterton's at The Cloisters

Chesterton's is a member-only community center and pub. Membership is included with the purchase of select meal plans. To activate memberships, students must successfully complete the University's Alcohol Education Course. Chesterton's features a cozy fireplace lounge furnished with tables, a game room with booth seating complete with a pool table, an arcade machine, a wide flat-screen TV to enjoy sporting events and other TV programs, a quiet study room with study tables and printers, and a deck with an expansive bird's eye view of Bismarck – Mandan. Free coffee, soda, popcorn, and snacks are available 24/7 for members to enjoy on the premises. There is also a small conference room located in the lower level of Chesterton's that is available for meetings and groups.

Thursday, Friday, and Saturday nights during the academic year (as well as select nights during the summer) are Pub Hours at Chesterton's. During Pub Hours, access to Chesterton's is restricted to those Chesterton's members who are 21 or older. During Pub Hours, eligible members may enjoy two complimentary glasses of beer or wine (or one of each). In addition, there is delicious pub food available for purchase. Students in the apartment community are provided with two guest passes per semester. The guest passes can be used during Pub Nights. The guest must provide legal proof of age and cannot be a current UMary student. Additional guest passes may be purchased from the Business Office, the Crow's Nest or Chesterton's. The purpose of Pub Hours is to provide University of Mary students, who are of age, with an opportunity to mingle with other students and members of the faculty and staff over a glass of beer or wine in an environment where moderation is practiced and modeled.

Student eligibility for a Chesterton's membership is as follows:

- All residents of the apartments receive membership regardless of the meal plan they purchase.
- All students (who are not residents of the apartments) receive membership based on the purchase of a qualifying meal plan.
- Activation of Chesterton's Membership requires successful completion of the University's Alcohol Education Course.

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 weekly 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.

Counseling Services for Students

University life for students is filled with new experiences and opportunities. There are tests, papers, projects, and deadlines. There can be achievements and disappointments in the same day. There are social activities, part-time jobs, and extracurricular activities to fill student schedules. Student life is busy and at times, it may even be stressful. There can be financial challenges or other unexpected challenges and difficulties. Sometimes, it is important to be able to talk with someone who can help.

The University of Mary has an arrangement with CHI St. Alexius Health whereby they provide up to five free and confidential professional counseling sessions through the CHI St. Alexius Employee Assistance Program (EAP).

The EAP counselors employed by CHI St. Alexius are licensed mental health professionals. At the time of this writing, the staff includes professional counselors, clinical social workers, and substance abuse counselors. They can help students with concerns such as: academic pressures, anger, bullying, depressed mood, emotional and behavioral concerns, family concerns, financial stress, loss of motivation, relationship difficulties, relationship violence/ sexual assault, roommate conflicts, self-esteem, self-motivation, sexual harassment, stress and anxiety, substance use/ abuse, suicidal thoughts, test anxiety, uncertainty about career and life goals, and weight/eating problems.

All counseling services provided through CHI St. Alexius Health 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. Through the agreement with CHI St. Alexius Health, each student is eligible for up to five free counseling sessions/year for each issue. Dependent children living in the same household as the student are also eligible.

Students wishing to access services can schedule an appointment by contacting the CHI St. Alexius Health EAP program at 701-530-7195 or 800-327-7195. Appointments are taken Monday through Friday 8 AM to 4:30 PM Central Time. Counseling offices are located in the CHI St. Alexius Health Technology and Education Center located at 1310 East Main Avenue in downtown Bismarck. Students unable to travel to the downtown location including those enrolled at distance campuses within North Dakota or those who simply prefer to do so may schedule an appointment to meet with a counselor using the CHI St. Alexius Health ZOOM, an internet-based video conferencing system, which is a Health Insurance Portability and Accountability Act (HIPAA) compliant system. It is easy to access the system – at the time an appointment is scheduled, the counselor will send the student an email containing a link to click. If the student does not have a suitable private location available, the Student Development Office has a private room available for use. University of Mary students who are physically located outside the state of North Dakota will be referred to a provider located within the state or country where the student is located. In this instance, the student will still receive up to five free counseling sessions/year for each issue through the CHI St. Alexius Health EAP program.

Catholic Charities of North Dakota also offers confidential counseling services provided by licensed mental health professionals. The services provided are open to the public. Fees are charged according to a sliding fee based on the individual's ability to pay. The offices are located at 600 South 2nd Street (Suite 150) in Bismarck. Students may schedule an appointment or get additional information by contacting the office at 701-255-1793.

Dining Services

In a Benedictine learning community, in addition to praying and studying together, sharing a meal is one of the most important times in the daily life of the community. For it is in the conversations shared at the table where friendships are formed and deepened, where ideas, hopes and dreams are discussed and where body and soul are nourished.

The beautiful Crow's Nest Campus Restaurant is located within the Lumen Vitae University Center and provides University of Mary students with a one-of-a-kind dining experience. It is one of only a handful of student dining centers nationwide to offer 24/7 dining where students who purchase a qualifying plan have the ability to enter an unlimited number of times each day to enjoy a meal, a snack, or a beverage. The Crow's Nest features a large serving area and a variety of serving stations, with the food served changing throughout the day from breakfast to lunch, to dinner, and then to overnight. Vegetarian and vegan options are available. A Marauder theme serves as the inspiration for the name of the restaurant, as well as the names for the serving stations:

- Buccaneer Breakfast Bar
- The Stern (a large salad and soup bar)
- Davy Jones Deli
- The Plank: Pasta & Wood Fire Pizza
- Jolly Roger Grill
- Dakota Homestyle (featuring local favorites such as knoephla soup, cheese buttons, fleischkeuchle, and more)
- Treasure Chest (dessert bar)
- The Main Deck (Entrée of the Day)
- The Seven Seas (the international grill)

- Allergies Avast! (designed to prevent cross-contact with common food allergens including wheat and gluten, peanuts, tree nuts, milk and dairy products, eggs, fish, and shellfish and soybeans).
- Beverage Bay (featuring a wide variety of options including two Pepsi Spire dispensers)
- Susanne's: We proudly brew Caribou Coffee

Please see the student meal plan brochure for available hours of each station.

A registered dietician is on staff and available to assist students who have special dietary needs as well as those who want to learn more about nutrition. Students who require accommodations in dining are required to contact the Director of Mission and Hospitality for Dining Services at 701-355-5142.

The Crow's Nest has been designed to serve as a space for students to share a meal, as a place to study, and as a place to socialize late into the night. There is a large fireplace surrounded by booths and seating for intimate conversation or quiet study. There are larger tables for groups to share a meal or to study together, and there is an area designed for activity complete with a pool table, pin ball, shuffleboard, and X-box. In addition to these offerings, each table is outfitted with a little treasure chest containing card decks for Pinochle and Rummy, as well as a Cribbage board. The lower-level dining space offers long banquet-style tables and a quieter atmosphere for studying or dining with a large group. All this makes the Crow's Nest a great place to study in groups with snacks, beverages, fruit, sandwiches and even burgers, pizza, or made-to-order omelets available all night long.

Other venues operated by Dining Services include:

- Marauders Cove: a cozy dining room with Wi-Fi located in the Benedictine Center for Servant Leadership, complete with a fireplace and courtyard view. The menu features an espresso-style coffee shop with Caribou coffee, teas, blended drinks, tasty baked treats, snacks, soup, and a selection of ready-made sandwiches. Meal exchanges are available with select meal plans, offering a quick grab-and-go option for students on the go. The Marauders Cove is open for breakfast and lunch, Monday – Friday.
- Susanne's: located inside the Lumen Vitae University Center, this coffee bar is open 7 days a week, 7:00 AM to 9:00 PM. Susanne's features Caribou Coffee, including espresso-style coffees, teas, blended drinks, baked treats, seasonal gifts and personalized bakery items, and can be accessed inside or outside of the Crow's Nest.

Student Meal Plans: Information about student meal plan options is available in a published brochure, online, or at the Student Development Office located in the Benedictine Center for Servant Leadership. The following students are required to purchase a meal plan each semester:

1. All students who live on campus. The type of plan needed to fulfill this requirement varies depending upon the place of residence.
2. All student athletes, whether living on- or off-campus, who are on an athletic scholarship. To fulfill this requirement, student athletes may select any traditional or block plan.
3. Students living off-campus may elect to purchase a meal plan from a list that includes options designed to meet the needs of commuter students.

Harold Schafer Emerging Leaders Academy

The Harold Schafer 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 Academy. The intent of the experiential 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.

https://www.umary.edu/academics/outside-the-classroom/ELA

Mail Services

Mail Services is conveniently located on the lower level of the Benedictine Center near the north end of the Business Office. Hours are Monday – Friday from 8:00 AM to 4:30 PM. The office is closed on Saturdays, Sundays, and holidays. Students are advised of the following:

1. Mail will be distributed once daily Monday – Friday (with the exception of holidays.) Mail is distributed to individual student mailboxes located in the Lower Level of the Lumen Vitae University Center.
2. Outgoing mail will be picked up Monday – Friday at the following locations: - Harold Miller Science Center, Benedictine Center, and Lumen Vitae University Center. ATTENTION: These drop boxes are for STAMPED mail only.

3. Package notification: The student will receive an email message via his/her University of Mary email account when a package arrives. In order for staff to verify delivery to the right person, the student must present some form of identification and his/her email notice. Package pickup hours are as follows:

   Monday – Friday: 8:00 AM to 12:00 PM and 12:45 PM to 4:30 PM
4. 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.
5. 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.
6. Stolen Mailbox Keys: Please notify the Student Development Office and the appropriate action will be taken.
7. 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 doctoral program in physical therapy provide physical therapy services under the supervision of the faculty who teach in the department. University of Mary students, faculty, and staff 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, postsurgical treatments, and more. Appointments are available during the academic year on Tuesdays and Thursdays at 3:15 PM and at 4:00 PM. Students may schedule an appointment by calling 701-355-8053.

Campus Safety and Security

Located in the Harold Miller Center directly behind the main entrance into Arno Gustin Hall, the Campus Safety and Security Department exists to promote a culture of safety at the University by establishing safety and security procedures and protocols through training and education, by enforcement of the University's policies, and through collaboration with law enforcement and emergency agencies in the community. The department complies with all federal and state regulations for campus safety and serves the university community twenty-four hours a day with a variety of services and programs including:

- 24/7 phone response at 701-355-8000
- Protect University property and enforce University policies
- Monitor closed-circuit TV cameras and monitor alarms on various shifts, including days, nights, weekends, and holidays to provide security and protection to students, personnel, equipment, and property; maintain campus security and protect property against vandalism, illegal entry, fire, and theft
- Respond to emergencies
- Conducts foot and vehicle security patrols of the University's buildings and grounds. Observes and monitors conditions, objects, or persons which might require security action. Reports all safety, security, and law violations.
- Prepares and submits reports and logs of all incidents, investigations, and activities by the end of duty
- Current safety information and advisories at 8000.umary.edu
- Emergency Notification System. For information, please go to 8000.umary.edu
- Uniformed Campus Safety and Security Officers who monitor the campus 24/7
- Security escort service upon request
- Parking permits and enforcement of parking and traffic safety policies at the University
- Educational programs and presentations to students, faculty, and staff
- Publication of the University's annual Campus Security Report. Copies of the report are posted on the University's web site and my.umary.edu. Printed copies are available upon request from the Campus Safety and Security Department. If you have questions or concerns, please stop in, or contact us at campussafetyandsecurity@umary.edu or call us at 701-355-8000.

CHI St. Alexius Health Clinic at the University of Mary

To provide University of Mary students with high quality health care services, the University has made arrangements with CHI St. Alexius Health to operate a clinic at the University of Mary. The clinic is located on the lower level of the Lumen Vitae University Center, 701-530-3670. 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 CHI St. Alexius Health Clinic at the University of Mary 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; sexually transmitted illnesses; smoking and tobacco cessation; stomach problems; vaccinations; hepatitis A and B; human papilloma virus (HPV); influenza, measles, mumps, and 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 CHI St. Alexius Health Clinic at the University of Mary also employs a certified medical assistant (CMA-AAMA) who is qualified to offer the following lab work onsite: blood sugar testing, influenza, mono, strep, and urine. Lab work for other tests can be collected on site and sent to the main clinic (or the student's referring lab) for processing.

Pharmacy Services

The CHI St. Alexius Health Clinic at the University of Mary 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 CHI St. Alexius Health Clinic at the University of Mary is staffed by CHI St. Alexius Health 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, conditions, and the ability to prescribe medication. Also on staff is a certified medical assistant.

Referrals

As employees of CHI St. Alexius Health, the staff at the CHI St. Alexius Health Clinic at the University of Mary is able to facilitate referrals for University of Mary students with a need to be seen by the team of CHI St. Alexius Health specialists for any service or procedure not available at the University of Mary site.

Eligibility for Services

University of Mary students, faculty, and staff are invited to use the CHI St. Alexius Health Clinic at the University of Mary for their health care needs. In all cases, consistent with its standard business practices, the CHI St. Alexius Health Clinic at the University of Mary 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 CHI St. Alexius Health Clinic at the University of Mary. 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 CHI St. Alexius Health with all necessary insurance information and should contact CHI St. Alexius Health with questions or concerns about charges.

Hours of Operation

During the academic year, CHI St. Alexius Health Clinic at the University of Mary hours are Monday-Thursday, 9:00 AM to 4:00 PM and Friday 8:30 AM to 12:00 PM. 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 701-530-3670.

Immunization Policy

The Immunization Policy at the University of Mary is intended to protect the campus community from illness and disease. Students are required to comply with the Immunization Policy. This policy applies to all students, including commuter students.

1. Any student enrolled at the University of Mary must provide documentation of immunity against measles, mumps and rubella (MMR). Students 21 years of age and under are also required to provide documentation of immunity against meningococcal disease.

2. Additionally, students enrolled in, given early assurance to, or who have priority decision status in Biomechanics, Communication Sciences and Disorders, Exercise Science, Nursing, Radiologic Technology, Respiratory Therapy, Athletic Training, Occupational Therapy, Physical Therapy, Speech Language Pathology, Clinical Exercise Physiology, or Kinesiology must provide documentation of immunization against

   - Influenza, which must be renewed annually;
   - Varicella, specifically two doses of the Varicella immunization, or a positive blood test which demonstrates immunity (showing a "history of illness" does not meet this immunization requirement);
   - Hepatitis B series (or proof of immunity with titer);
   - Diphtheria/Tetanus/Pertussis, specifically one dose of Tdap (and the subsequent Tetanus or Tdap booster if after ten years of the initial dose or previous booster);
   - Polio (or a proof of immunity with titer),

   along with an up-to-date, negative Tuberculosis screening, specifically a negative two-step Mantoux test or QuantiFERON blood test. (In the instance of a positive tuberculosis test result, additional documentation will be required to rule out active tuberculosis.)

3. Visa-bearing international students are required to be screened for tuberculosis. This requirement is further outlined in the International Student Admission section of the academic catalog.

Students not in compliance with this policy may be in significant danger in the event of an outbreak. In the event of an outbreak, students who have not previously submitted proof of immunity may be removed from residence halls or barred from in-person classes and other activities until staff of CHI St. Alexius Health Clinic at the University of Mary and/or public health officials determine(s) that there is no likely significant risk to the student or to others within the community. Students not living on campus who are also enrolled only in online or dual-credit courses are not required to submit immunization records. Additionally, students enrolled in continuing education or non-credit courses, institutes, and camps and/or workshops, are not required to submit immunization records. In certain events, however, those students who do not submit proof of immunization may be barred from in-person classes and other activities for the protection of themselves and the protection of others.

Students who do not have a have an exemption on file may request one by application from the CHI St. Alexius Health Clinic on campus, specifically when:

1. immunization is contraindicated by a medical condition that is certified by a licensed provider;
2. the student's sincerely held beliefs preclude the reception of specific immunizations or screenings;
3. instances when the student has had one MMR immunization and agrees to have a second one no less than 28 days later.

The requirements of Title VII do not apply to students in an educational setting.

Due to processes related to the protection of medical records, the *Immunization Exemption Request Form* of the CHI St. Alexius Clinic may be obtained by (1) stopping in person at the on-campus CHI St. Alexius Clinic, (2) calling to request that the form be mailed *hard-copy* to an accepted student, or (3) calling to request that the form be faxed directly to a medical provider. The phone number for the Clinic is 701-530-3670 and a back-up number (e.g. for summer months when the CHI St. Alexius Clinic may be closed) is 701-355-8265.

Students who have not fully complied with this policy through the submission of proof of immunity may be removed from residence halls or barred from in-person classes and other activities as detailed above.

Because of licensure and accreditation standards, some degree programs require educational experiences hosted by external partners (nursing homes, schools, hospitals, etc.). Likewise, certain foreign nations and study abroad experiences might require additional immunizations for entry. Therefore, any approved exemption may not exempt a student from immunization requirements of a particular health sciences program, study abroad program, domestic exchange program, or for study or experiential learning at third party sites (e.g., clinical sites). Resultant failure to meet such academic program and third-party site requirements may affect experiential scheduling and progress toward graduation.

The University does not generally have the authority or oversight to grant immunization exemptions on behalf of external partners and, in such cases, cannot do so. Students are advised that their path to degree completion in such programs may be disrupted should external partners be unwilling to grant immunization exemptions.

Storage of Immunization Records

In addition to the University's storage of student immunization records in the University's student information system, student immunization records reviewed by the CHI St. Alexius Health Clinic at the University of Mary are stored in the North Dakota Immunization Information System. By submitting records to the University of Mary, students consent to the clinic's storage method. Students who have questions regarding the storage of their immunization records, or who desire to opt out of the clinic's method for storing immunization records, may contact the CHI St. Alexius Health Clinic at the University of Mary during normal business hours.

Student Success Center

The Student Success Center (SSC) provides a wide range of services to help students be successful including Academic Advising Services, Student Support Services/TRIO, Student Accessibility Services, Career Services, and Tutoring and Writing Center Services. Conveniently located in the lower level of Welder Library, this center prides itself on Benedictine hospitality. Come and visit in person or by virtual appointment. We can also be contacted by phone (701-355-8124) and through email (success@umary.edu). The office is open 8:00 AM- 4:30 PM Monday through Friday.

Academic Advising Services

The Student Success Center is here to serve all students. Our academic advisors meet with students to assist in the transition to college and to help develop an individualized educational plan consistent with the student's personal values, interests, and abilities. In addition to academic advising and planning, students can go to the Student Success Center if they need assistance connecting with campus resources, choosing a major, finding or changing an advisor, coping with academic stress, designing course schedules, registering for classes, making changes to course schedules, taking a leave of absence, withdrawing from a class, developing strategies for academic success, or establishing personal and academic goals.

Career Services

Career Services offers support for students from the beginning stages of discerning their major and vocation through graduation and beyond. Located on the main floor of Welder Library inside the library, students are encouraged to visit the office to take advantage of the comprehensive array of programs and services designed to assist students and alumni with their career goals at each step of the career development process.

Career Services helps students considering a change of major, a second major, or a minor and facilitates CLEP/DSST testing at the University of Mary. Students may elect to meet individually with a licensed counselor for assistance with vocational discernment, exploring careers and learning how interests, values, and skills relate to both majors and career paths. They also have access to a self-help career resource center.

Career Services organizes annual job fairs, job shadowing opportunities, internship fairs, and networking events. They also facilitate contacts between current students and University of Mary alumni and other professionals in the community and provide students the opportunity for career testing and assessments through a web-based career planning system called FOCUS 2. Students can also receive assistance with resumes, cover letters, interview preparation, and graduate school applications.

Students can also go to Career Services for support seeking employment and job-training opportunities. Students have access to the Handshake online job database to search for on-campus positions and to find information about part-time positions, internships, and full-time positions with local, regional, and even national employers. Students can upload a résumé for employers to search and research employers within the system.

For more information about any of these services, stop by Career Services, visit the Career Services webpage, or call 701-355-8050.

Student Support Services/TRIO

Student Support Services/TRIO is a federally funded program through the U.S. Department of Education designed to help eligible students remain in college and graduate. Students must meet one or more of the following criteria to be eligible to apply:

- Income eligibility
- First-generation college student (neither parent has obtained a bachelor's degree)
- Have a documented physical or learning disability

All SSS/TRIO services are free and include academic and personal advising; mentoring; one-on-one tutoring; early course registration; financial aid and scholarship information; financial literacy; freshman orientation instruction; career advising; referral services; study skills workshops; cultural events; book and merit grants; supplemental grant aid (Pell eligible); preparation for graduation; graduate school information; and resume writing assistance.

Accessibility Services for Students with a Disability

Students who need accommodations to access programs and services because of a disability as well as those who need temporary accommodations because of an injury, illness, or medical condition may apply for services at the Student Success Center. Services include, but are not limited to, the following: accessible classrooms and labs; electronic textbooks; note-taking accommodations; distraction-reduced testing environments; extended time for test-taking; classroom accommodations; accessible residence hall facilities; accommodations in dining services; accommodations for students with sensory impairments; and free access to Read and Write Gold (RWG) literacy software tool.

Consistent with legal statutes, students who request accommodations must provide appropriate documentation of their disability or diagnosis to include functional limitations related to the accommodation(s) requested. All documentation must be provided by a qualified professional. To ensure adequate time to prepare accommodations, requests for accommodations should be submitted at least 60 days prior to the date they are needed. Applications and information about required documentation are available from the SSC or on the website www.umary.edu/academic/student-success center/student-accessibility-services.

Tutoring Services

The SSC offers students support through a variety of tutoring services, including walk-in, small group, and online. Walk-in and small group sessions are led by peer tutors who have demonstrated mastery of the subjects they are tutoring, been approved by faculty recommendation, and met GPA requirements. Smarthinking is the online tutoring service for the University of Mary. Enrolled students are eligible to receive 10 hours per semester (fall, spring, and summer). Smarthinking is accessed via a student's Canvas interface and offers drop-in sessions, scheduled future sessions, and an Essay Center to upload writing draft documents. Tutoring services are free to enrolled University of Mary students. Students are encouraged to contact the Tutoring Coordinator in the Student Success Center with questions or to be connected with the resources they need to be successful.

Writing Center

The University of Mary Writing Center is open to all enrolled students seeking editorial, technical writing, or drafting assistance. The center is staffed by writing consultants who are currently enrolled UMary students and have demonstrated advanced proficiency in academic writing, mastery of the English language, editorial proofreading, and experience with various citation styles. Consultants provide writing services for a variety of academic disciplines both at the undergraduate and graduate level. The Writing Center's purpose is to enhance student's writing efficacy through flexible, individualized sessions during the Center's scheduled hours where students collaborate with consultants wherever they are in the writing development process for assignments or projects. The Writing Center is not a drop-off editorial resource, and consultants will not write or re-write papers for anyone. Instead, the Writing Center is a place to work with additional support on writing projects. The Writing Center is located on the main level of Welder Library. Updated information on scheduled hours and the center's location will be emailed to students at the beginning of the semester and can be accessed via the Success at UMary page within the Canvas interface. Additionally, on-campus, online, and distance students can request a virtual Writing Center consultation by emailing writingcenter@umary.edu.

Students will be asked to attach a draft of the assignment, essay, or project and include the following information: course, instructor, 1-3 sentence summary of the assignment. Many professors either require or highly recommend students visit the Writing Center., After each session whether in-person or virtual, a consultant will create an anecdotal report that the Tutor Coordinator will send instructors, with student permission, informing them that the student has utilized this academic support service. For additional questions, students are welcome to contact writingcenter@umary.edu or the Student Success Center, 701-355-8124.

Mission for Life Program

As part of the University's Education for Life student experience, the Mission for Life Program prepares students for a deeper experience of service as part of the process of developing servant leaders. Beginning with an orientation prior to engaging in service, students learn what it means to be called to serve and to encounter Christ in those whom they serve. Students are provided opportunities to reflect upon their service as they respond to the needs of others. The Mission for Life Program helps students identify opportunities for service within the University and in the greater community. Students interested in service are encouraged to stop by the Mission for Life office located in the Benedictine Center for Servant Leadership.

University Bookstore

The University Bookstore, located in the Lumen Vitae University Center, provides students with the opportunity to shop for textbooks and other books of interest, religious items, and a wide variety of shirts, sweatshirts, sweaters, jackets, hats, and gift items that feature the Marauders and/or University of Mary logos. Bookstore hours are 8:00 AM to 6:30 PM Monday through Friday and 1:00 PM to 5:00 PM on weekends during the academic year. Summer hours are 8:00 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.

Marauders Mart

Located adjacent to the University Bookstore, the University's Marauders Mart features a wide variety of school supplies, snacks, stamps, health, and beauty items. Hours are 8:00 AM to 6:30 PM Monday through Friday and 1:00 PM to 5:00 PM on weekends during the academic year. Summer hours are 8:00 AM to 4:30 PM Monday through Friday.

Welder Library

Welder Library is located at the center of campus and offers students access to a variety of library materials, including books, print volumes, eBooks, multimedia items, and journals. Library materials are accessible through an online catalog. Welder Library also provides interlibrary loan (ILL) access to local, regional, and nationwide library collections.

To use the on-campus Welder Library, on campus students and faculty must register their MCard at the Circulation Desk in the library. Direct borrowing of materials from Welder Library is confined to on campus students and faculty only. Worldwide students must use ILLIAD to request books and media held by Welder Library, or other libraries as well. It is vital all students, both on campus and Worldwide, establish an ILLIAD account to obtain needed library materials. Books and media requested by Worldwide students will be forwarded to students by mail. Worldwide students are responsible for return postage to return borrowed items to Welder Library.

See the Welder Library webpage at https://www.umary.edu/life-at-mary/academic-support/welder-library for access to the catalog and online eResources, creation of an interlibrary loan account through ILLiad library policies, library hours, citation guides, and library use tutorials. Students may contact the Welder Library by calling 800-288-6279, 701-355-8070, or through email at library@umary.edu.

Student Involvement Center

Located on the lower level of the Lumen Vitae University Center, the Student Involvement Center is designed to foster student involvement on campus. This welcoming space is open 24 hours a day, seven days a weeks and functions as a hub for students to get involved in student organizations and student activities. It includes a space for students to gather, soundproof rooms for focused study, a conference room for student organization meetings, and the Student Government office. You can also find the Student Involvement Coordinator's workspace here.

Fieldhouse and Wellness Center

The University of Mary opened the fieldhouse in 2017, an 80,000 square-foot structure dedicated to enhancing the health and fitness of our university members. As it relates to students, only currently enrolled students are eligible to use the Fieldhouse.

The fieldhouse and wellness center is equipped with four basketball courts, a 200-meter competition-size NCAA track and field area, rock climbing wall, tennis, volleyball and racquetball courts, state-of-the-art group fitness room and studios, coaches' offices, team and day locker rooms, meeting rooms and a lounge. The fitness center is open 5am-12am daily and is accessed via MCard.

Student Recreation and Wellness

Student Recreation and Wellness is committed to enhancing the educational experience and promoting a sound mind and body through excellent recreation programs, services, and facilities. All students are invited to participate in Student Recreation and Wellness activities, including intramurals, open net nights, one-time tournaments, and fitness challenges.

Student Organizations

The University of Mary is home to almost 50 student organizations. All student organizations may utilize facilities in the Student Involvement Center, including a conference room for meetings, working space for projects, two huddle rooms for

meetings, a printing station, and storage lockers for each organization. The Student Involvement Coordinator serves as a resource for all current student organizations and for students who are interested in starting new organizations.

Student Government

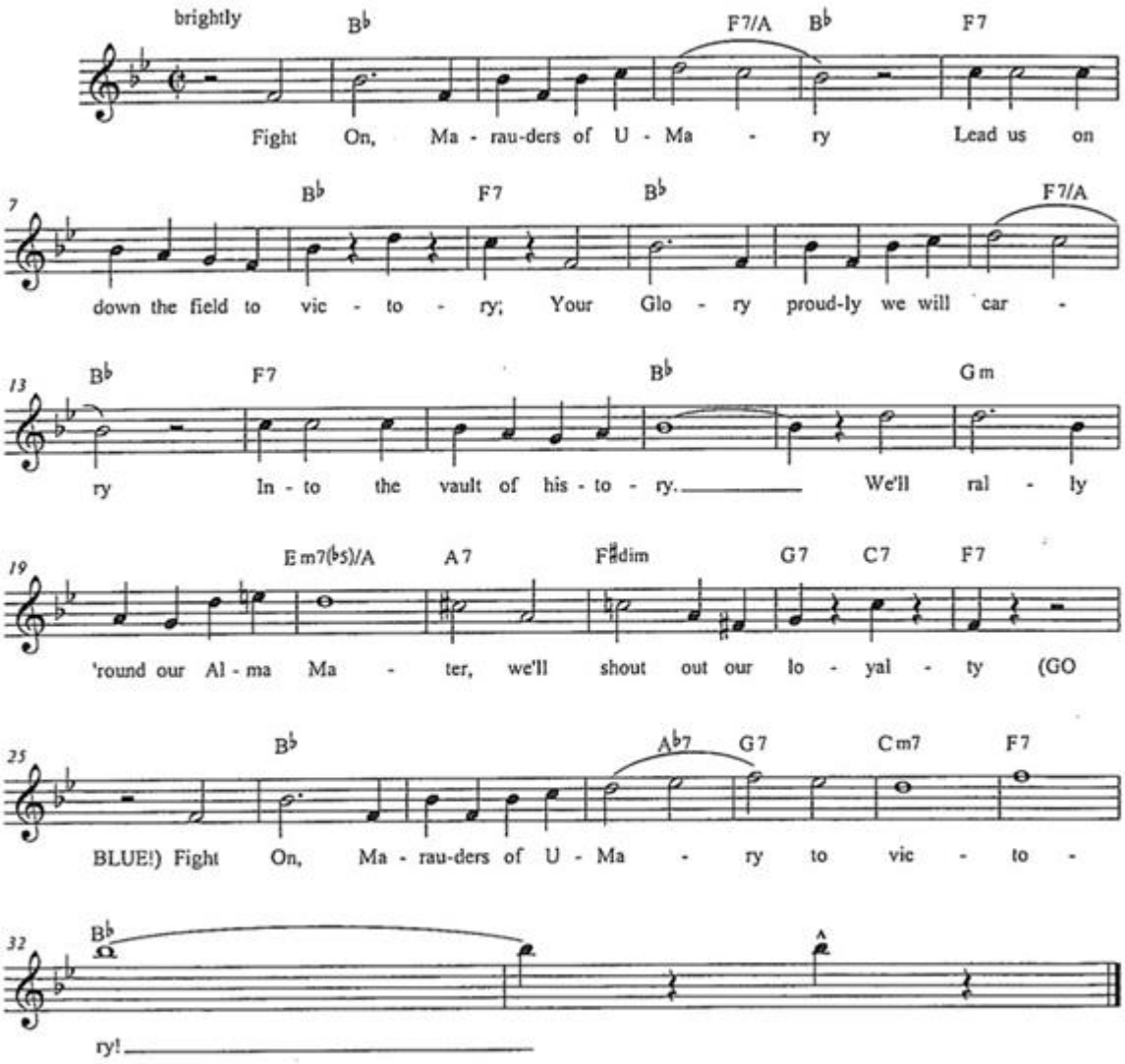
Student Government is the student voice that serves as a liaison between the student body, faculty, and the administration through engagement in student-faculty boards. Advised by the Director of Student Life, Student Government is a diverse student leader group that is committed to enhancing and fostering the university community. Student Government meetings are open to the entire university community and held bi-monthly in the Student Involvement Center conference room. Students interested in visiting and sharing ideas with Student Government are encouraged to attend a Student Government meeting, contact Student Government representatives during their open office hours and/or email studentgov@umary.edu.

Student Activities

The Marauders Activities Committee (MAC) serves as the University's student activities programming body. MAC is advised by the Student Involvement Coordinator and meets on a weekly basis. All students are encouraged to attend meetings, submit ideas for activities, and to participate in all programs organized by MAC.

MAC sponsors a variety of events throughout the year including dances, movie nights, trivia nights, grocery store bingo, and Homecoming and Winter Week activities. MAC collaborates with student organizations, Residence Life, University Ministry, Student Recreation and Wellness, Athletics, Health PRO, and other university departments to sponsor weekly events and activities for students. All MAC events are advertised on MAC's Instagram page, through fliers, table tents, through the weekly email *On Deck @ Mary,* 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.

Fight On, Marauders



University of Mary

for Life.