Message to Students

Dear Students,

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

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

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

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

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

There are many opportunities available for UMary students to serve and get involved. Here are just a few:

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

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

Have a great year!

Timothy B. Seworth, Ph.D.
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 for students as well as information about the student conduct process. The Student Handbook also serves as a helpful resource for students as it contains important information about student services and opportunities for student involvement.

All University of Mary students are responsible to access a current copy of the Student Handbook and are subject to comply with the policies, regulations, and procedures it contains. This expectation includes 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.

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 according to Church teaching and to keep with the Catholic and Benedictine educational philosophy which includes the 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:


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.

If there is a conflict between the policies and regulations contained in the Student Handbook and policies published in Student Government documents, the University of Mary Student Athlete Handbook or any document of a group or student organization, the policy published in the Student Handbook shall have precedence. In the event of a conflict between the Student Handbook and any other university source of official information as listed below, the president of the university will determine the policy that will apply.

Other Sources of Official Information for Students

The Student Handbook is not intended to be the university’s only 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 (Undergraduate and Graduate): 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 under http://catalog.umary.edu/.

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

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

5. University of Mary Student Account Publications: The most current student account information is available from the Student Account Office including:

   • UMary Tuition and Fee Schedule
   • Fee Refund Schedule
   • Payment Information
6. Meal Plan Brochure: Information about meal plans is presented in a meal plan brochure available at the Student Development Office or online under "Dining Services."

7. The Campus Security Report: 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 the information contained in these reports. Electronic copies of the reports are available from the university's website and on my.umary.edu. Printed copies are available upon request from the Campus Safety and Security Office (security@umary.edu).

8. Student Organizations Manual: 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 “Student Life” tab under “Campus Activities.” Contact the Student Involvement Coordinator at studentorgs@umary.edu or 701-355-8338 for additional information.

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 and regulations 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.

Student Responsibility for the Student Handbook

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

Student Handbook Availability

The Student Handbook is available online from the University of Mary's 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 as a result of a disability may contact the Office of Student Accessibility Services located on the lower level of Welder Library.

Student Handbook Revisions

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

The University of Mary is conducted under the sponsorship of the Benedictine Sisters of Annunciation Monastery and is incorporated under the laws of the State of North Dakota and subject to the civil laws of the United States.

History

The history of the University of Mary is closely associated with the history of its sponsoring body, the Sisters of St. Benedict of Annunciation Monastery, Bismarck, North Dakota. A daughterhouse of the Convent of St. Benedict, in St. Joseph, Minnesota, Annunciation Monastery became a separate foundation in 1947. From the beginning, the Sisters of the Bismarck foundation were committed to a community work of teaching, health care, and social service.

The recognized need for education beyond the high school level for people in the area was met in part by the St. Alexius Hospital School of Nursing, established in 1915 by the Benedictine Sisters. In 1955, the Sisters established a junior college to meet the educational needs of new members joining their community.

Mary College was incorporated in 1959 as a four-year degree granting college. Undertaken to provide an academic program with professional preparation built upon a strong liberal arts base, it was the only four-year college in Bismarck, the capital of the State of North Dakota. It remains North Dakota's only Catholic college. Initially, students became either teachers or baccalaureate prepared nurses. The diploma nursing school at St. Alexius Hospital was phased out in 1962.

It was not until 1968 that Mary College had its own campus and its own buildings. The original complex, designed by the world-renowned architect, Marcel Breuer, is located approximately six miles south of Bismarck, overlooking the Missouri River Valley. That first complex of buildings consisted of a classroom-science center (Harold J. Miller Center), an auditorium (Arno Gustin Hall), a student residence and college hall.

One year later (1969) Mary College received its first accreditation from The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools (HLC- NCA) and has been since granted continued accreditation.

As the college completed its third decade, it was prepared to move to new levels of excellence. The move to university status was activated by a five-year plan called “Project ’86.” History recorded this new phase in the life of the learning community with the unveiling of the University of Mary seal on September 27, 1986.

Strategic planning at the University of Mary gives expression to mission, direction to striving toward quality, and advancement of initiatives pertaining to programs, facilities and technology infrastructure, and a commitment to a values-based education in the Christian, Catholic, and Benedictine tradition. Plans have included “Charting the Course,” adopted in August, 1988; “The Plan for Excellence: Success 2000;” “A Plan for Growth through Change and Commitment 2001-2009” with its vision for the future as America’s Leadership University; and “Vision 2030: Education for Life,” adopted in March, 2014.

The University of Mary’s listing of majors and programs at the bachelor’s, master’s, and doctoral degree levels as well as associate, certification, and pre-professional programs and areas of study can be found in the current University of Mary Bulletin.

Since its beginning, the University of Mary has sought to respond to the needs of people in the region and beyond. Its short history is one of rapid expansion. The opening of the Butler Center for Lifelong Learning in Bismarck added a much-needed site for classes and a service to the local area. With the launching of the then-named “College for Professional Studies” in 1996, the University opened a center in Fargo, North Dakota in January 1997, offering undergraduate and graduate programs for the adult learners. Responding to, need for services, the university has off-campus sites with delivery of educational services including distance learning. Student enrollment has continued to grow from its 1959 count of sixty-nine students.

Although the University of Mary is relatively young, it does have the benefit of a fifteen-century tradition of learning and scholarship by way of its sponsoring body, the Sisters of St. Benedict of Annunciation Monastery. This rich tradition makes possible and fosters freedom of inquiry and openness to change, respect for learning, and an appreciation for people of many persuasions with their varieties of gifts.

Campus Complex

The original complex of buildings, located approximately six miles south of Bismarck, was designed by renowned architect Marcel Breuer (1902-1981). The Sisters of Annunciation engaged Breuer to build their monastery and a girls’ high school (which shared classrooms with Mary College), the complex was completed in 1959, and today the facility serves the university as the Benedictine Center for Servant Leadership.

The Butler Center for Lifelong Learning (1982) provides classroom space within the city of Bismarck and the Fargo Center (1997 and relocated to 1351 Page Drive in Fargo, North Dakota, in 2000) serves the region’s eastern area.

Buildings constructed, expanded, or purchased to meet the demands of a growing student population include the following:

- University Hall, Harold J. Miller Center, Arno Gustin Hall, North Residence (1968)
• Casey Center for Nursing Education (1976)
• Deichert Hall and Boyle Hall (1977 and 1989)
• Butler Center for Lifelong Learning (1982)
• Hillside Hall (1992)
• Clairmont Center for Performing Arts (1992)
• Greg Butler Hall (1996)
• Welder Library (1998)
• Leach Field House (2000)
• Leach Center for Student Life (2000)
• Benedictine Center for Servant Leadership (2000) a Breuer building designed complex (constructed in 1959 and 1964) purchased from Annunciation Monastery
• Boniface Hall (2000)
• University of Mary Fargo Center (2000)
• Richard Tschider Center (2006 addition to McDowell Activity Center)
• Gary Tharaldson School of Business (2008)
• St. Joseph’s Hall (2011)
• St. Scholastica Hall (2012)
• The Cloisters: Chesterton’s, Subiaco, Monte Cassino (2013)
• Roers Hall (2016 including new location for St. Scholastica Hall and Occursus Domini Chapel)
• University of Mary Fieldhouse and Wellness Center (2017)
• Lumen Vitae University Center (2017)
• Marauders Cove (relocated to Benedictine Center for Servant Leadership (2018)

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 which 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).”

Servant Leadership at the University of Mary

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., president emerita

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.
Official University Notifications for Students

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

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.

Title IX Coordinator
Room 211
Benedictine Center for Servant Leadership
7500 University Drive Bismarck, ND 58504
(701) 355-8144
titleix@umary.edu

All employees are advised that they have obligations under Title IX to familiarize themselves with the university’s conduct grievance 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 a Disability
The University of Mary is committed to providing reasonable accommodations to students with qualified disabilities as required by the Americans with Disabilities Act (ADA) and other relevant state and federal law. Consistent with the ADA, students at the post-secondary level of education have greater responsibility and are encouraged to request reasonable accommodations when those accommodations and services are needed. Requests for accommodations and other services 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:


Applications for accommodations due to TEMPORARY disabilities resulting from unexpected accident, injury, illness, hospitalization, or other conditions should be submitted to the same office.
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 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.

Title IX

“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 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 Bonnie Dahl, Director of Human Resources. 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 Lucas Oerter, Assistant Athletic Director for Compliance at 701-355-8386 or at lmoerter@umary.edu or Senior Women’s Athletic Administrator Sarah Cook at 701-355-8306 or at secok@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.

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 http://www2.ed.gov/about/offices/list/ocr/index.html.

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 complaint form can be found at Conduct Grievance Board and Procedure.

Contact Information

Inquiries regarding Title IX may be directed to:
Bonnie Dahl
Director of Human Resources/Title IX Coordinator
University of Mary
Benedictine Center for Servant Leadership
7500 University Drive
Bismarck, ND 58504
(701) 355-8144
titleix@umary.edu
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.
Community Standards for Students

This then is the good zeal which monks must foster with fervent love: They should each try to be the first to show respect to the other (Rom 12:10) supporting with the greatest patience one another’s weaknesses of body or behavior, and earnestly competing in obedience to one another. (Rule of Benedict, 72:3-6)

Saint Benedict’s teaching about “good zeal” serves as a fitting introduction to the university’s community standards for students. The “good zeal” Benedict refers to is 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 your 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 as well as 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 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.

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

The university’s conduct officers have the authority to assign a conduct level different from the recommended level based on the circumstances involved.

The Community Standards in this handbook are not the only standards or policies that govern student conduct. Academic programs may develop additional conduct and/or professional standards for students enrolled in their programs of study, including standards adapted from applicable licensing boards and/or accreditors.

Academic program-level student conduct standards shall be approved by the dean overseeing the program before they are enacted and must be disseminated to students when the standards are adopted and, thereafter, at the time of students’ admission to the program and when any standards are amended. Each program shall develop a process for investigating alleged violations of program-level standards, with a maximum penalty of permanent dismissal from the program.

Academic chairs will consult with the director of student life when student conduct constitutes a violation of community standards. A program-level and university-level investigation of a student conduct matter may occur simultaneously.

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

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

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

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 whereby 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 according to the university’s standards at all times, both on and off campus.

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.
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<th>Violation Code</th>
<th>Sanctioning Guidelines</th>
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<tr>
<td>1.1</td>
<td>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. Conduct levels may range from a warning (Level 1) to probation (Level 4). Students may be required to complete counseling or educational requirements, make restitution, and/or take other steps to restore their standing in our community.</td>
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<tr>
<td>1.2</td>
<td>Students who fail to be good stewards of the university’s resources and/or good name risk causing great harm to the University of Mary community as a whole. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions. Conduct levels may range from a warning (Level 1) to probation (Level 4). Students may be required to complete counseling or educational requirements, make restitution, and/or take other steps to restore their standing in our community.</td>
</tr>
<tr>
<td>1.3</td>
<td>Students who fail to do what is right and good may cause harm to others or to the university by their actions. In the most serious cases, students who act in such a manner may be expelled or suspended with conditions. Conduct levels may range from a warning (Level 1) to probation (Level 4). Students may be required to complete counseling or educational requirements, make restitution, and/or take other steps to restore their standing in our community.</td>
</tr>
<tr>
<td>1.4</td>
<td>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. Conduct levels may range from a warning (Level 1) to probation (Level 4). Students may be required to complete counseling or educational requirements, make restitution, and/or take other steps to restore their standing in our community.</td>
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**Standard 2: Students are Responsible to be Law Abiding Both On and Off Campus**

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

For purposes of this policy, “any criminal or legal violation” includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included. A background check is a check initiated by the University of Mary through the vendor of its choice at the student’s expense. The university also reserves the right to require, at the applicant’s expense, any court documents deemed relevant, a current psychological evaluation, letters of progress from parole/probation officers or other correction professionals, or additional documents or assessments as deemed necessary by the university.

“Prospective students” are those students who have applied to the University of Mary but have not accepted an offer of admission. “Accepted students” have applied, received, and accepted an offer of admission but have not yet attended a class. “Enrolled students” have been admitted to the university and have attended at least one class.

**Prospective Students:**

It is the responsibility of all prospective students to make full disclosure of their complete criminal or legal violation history at the time of application. Failure to do so may result in the university withdrawing the student’s offer of admission. The prospective student who discloses a criminal history also agrees to submit to a background check. All applicants are responsible to inform the Office of Admissions of any criminal or legal violations that occur prior to the time when an offer of admission is accepted. The University of Mary may also conduct a background check on a prospective student when it has reasonable cause to believe that a prospective student has committed a criminal or legal violation but has not disclosed it.

**Accepted Students:**

Once an applicant is offered admission and accepts it, she/he is required to promptly inform the director of student life if she/he is cited for, charged with, under investigation for, arrested for, or convicted of any criminal or legal violation occurring on- or off-campus. The director of student life, in conjunction with the admissions department or, in the case of graduate students, the graduate program chair, may require the student to submit to a background check and then rule on its findings.
Enrolled Students:
All enrolled students have an ongoing obligation to promptly disclose to the director of student life any citations, charges, investigations, arrests, or violations of any criminal or legal violation occurring on or off campus at any time. The university reserves the right to require at any time the student to undergo a criminal background check as a condition of continuing enrollment. The university reserves the right to take appropriate disciplinary action in accordance with this handbook in response to findings of a criminal history record, including refusing placement to, or removing any student when it has reasonable cause to believe that the student is dangerous or otherwise unsuitable for its residence life program.

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

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<th>Violation Code</th>
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| 2.1            | Any prospective student who fails to comply with this policy or any student who as a prospective student failed to comply with this policy by not fully and accurately disclosing information about legal violations/criminal charges as stipulated or by providing incomplete or false information shall be subject to the following consequences as deemed appropriate:  
  • The university reserves the right to rescind its offer of admission to the student.  
  • The university reserves the right to take student conduct action against the student to include assignment of a student conduct level appropriate to the situation, suspension of privileges, and other sanctions up to suspension or expulsion from the university. |
| 2.2            | Failure on the part of an enrolled student to promptly, fully, and accurately provide information to the director of student life (main campus) or the appropriate conduct officer (satellite campus) as well as those that provide incomplete or false information or those who refuse to provide documents from law enforcement or the courts as requested by the university shall be subject to student conduct action up to suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct level and other sanctions that will apply will be determined by the student conduct officer according to the nature of the legal violation/criminal conduct involved. |
| 2.3            | Any legal or criminal violation by a student, whether the student is off or on the campus, is a violation of the Community Standards for Students. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations (non-criminal traffic offenses such as parking tickets and speeding violations are not included). Violators are subject to student conduct action at the university. In such cases, the university will conduct its own investigation of the matter and will make a determination in the matter independent of the determination made by criminal justice authorities. This is the case even if legal or criminal charges are reduced or dismissed by authorities. The student conduct level as well as the sanctions that will apply will be determined according to the nature of the legal violation/criminal conduct involved. |
| 2.4            | A student ordered by a court to avoid contact with any other member of the university community (e.g. a court ordered violence protection order or restraining order) may be subject to the university’s emergency suspension policy for as long as the court order is in effect.  
Criminal Charges: Due to the serious nature of some criminal offenses, the University of Mary reserves the right to take appropriate action to protect members of the University of Mary community from students cited or charged with or convicted of an offense. |
| 2.5            | A student cited or charged with a criminal offense shall be subject to the university’s emergency suspension policy until such time as the university makes a final determination in the matter. In such a case, the university reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination. |

Standard 3: Students are Responsible to Comply with the University’s Identification Policy
In order for the university to provide for the safety and security of students, faculty, and staff as well as to protect resources and facilities, it is necessary for the University of Mary to require students to have appropriate identification. Students enrolled online and at distance campuses and sites are responsible to provide identification as required at each site.
At the main campus, the University of Mary provides students with an official student identification card or “Mcard.” All students enrolled at the main campus are responsible to obtain a Mcard (Mcards are available through the Student Development Office) and carry it on their persons at all times while on University of Mary property or at University of Mary sponsored activities. In the event a Mcard is lost or stolen, students are responsible 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, students are responsible to return their Mcards to the Student Development Office.

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<td>3.1</td>
<td>Students are required to present appropriate identification (Mcard on the main campus) to university officials, authorized campus security officers, and law enforcement officials when requested to do so. The university reserves the right to deny a student admission to an event and/or to require him/her to leave an event if the student is unable or unwilling to present his/her Mcard when asked (Level 2).</td>
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<tr>
<td>3.2</td>
<td>Individuals who refuse to identify themselves or present false identification will be reported to law enforcement authorities. If the individual is later determined to be a student, that student is subject to student conduct action (Level 2).</td>
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<td>3.3</td>
<td>Students are prohibited from altering or tampering with Mcards in any way and/or manufacturing false Mcards (Level 4).</td>
</tr>
<tr>
<td>3.4</td>
<td>Students are prohibited from allowing another person to use their Mcards for any purpose (Level 3).</td>
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<tr>
<td>3.5</td>
<td>Students are prohibited from being in possession of another person’s Mcard and/or using another person’s Mcard for any reason (Level 4).</td>
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**Standard 4: Students are Responsible 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 responsible 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 responsible to provide and keep this information current at the Registrar’s Office and at other offices upon request. At distant campuses and 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.

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<tr>
<td>4.1</td>
<td>Students who fail to provide and those who provide inaccurate contact information are subject to student conduct action (Level 1).</td>
</tr>
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</table>

**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.

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<td>5.1</td>
<td>When a guest of a student violates university policies, the university may be in the awkward position of having to issue a warning to the guest for minor violations, or it may be necessary to expel the guest if a major violation has occurred. The student host is subject to student conduct action for the misconduct of his or her guest(s) (Level 2).</td>
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**Standard 6: Students are Responsible 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 responsible to be familiar with and abide by the university’s Tobacco Free Policy.

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<tr>
<td>6.1</td>
<td>Students who use tobacco products in violation of the University of Mary Tobacco Free Policy are subject to student conduct action (Level 2).</td>
</tr>
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</table>
Standard 7: Students are Responsible to Cooperate with University Officials

Students are responsible to cooperate with university officials, staff, security personnel, and law enforcement authorities when they are acting in an official capacity. This includes responsibility to comply with all instructions and directives of those responsible to manage events and activities, those who respond to emergencies and security/safety situations, and those who are responsible to enforce university policies and rules as well as those responsible to document, investigate, and process violations and possible violations of policy.

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<tr>
<td>7.1</td>
<td>A student who refuses to or fails to comply with the directive of a university official or member of the staff, university-authorized security personnel, or law enforcement official is subject to student conduct action (Level 3).</td>
</tr>
<tr>
<td>7.2</td>
<td>A student who refuses to be interviewed, withholds information, provides false or misleading information or otherwise refuses to cooperate with university officials and staff during the documentation investigation and/or processing of a violation or suspected violation of university policy is subject to student conduct action (Level 3).</td>
</tr>
</tbody>
</table>

Standard 8: Students are Responsible 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 (my.umar.edu). 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. This link https://my.umar.edu/ICS/icsfs/Alcohol_Policy_03-08-18_update.pdf?target=8e875044-904f-4b08-9651-0232fd4bb458 serves as the official policy and shall have precedence in the event of discrepancies between a printed copy of the policy.

UNIVERSITY OF MARY ALCOHOL POLICY
(Shown for informational purposes)

Statement of Care

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.

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:

1. 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.

2. The university reserves the right to confiscate, retain, and dispose of any and all alcohol and alcohol related paraphernalia regardless of value or ownership.
3. 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 in good standing and who 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.

4. 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 and 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 Athletics taking measures to ensure legal, safe, and moderate consumption.
     - Student organization, 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.

5. 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 its involvement from law enforcement officials.
     - Standard 8 of the university’s Student Handbook details expectations and sanctions in this regard.

Approved
President’s Council (April 1, 2013)
University Senate (April 17, 2013)
Board of Trustees (May 3, 2013)
<table>
<thead>
<tr>
<th>Violation Code</th>
<th>Sanctioning Guidelines</th>
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</thead>
<tbody>
<tr>
<td><strong>8.1</strong></td>
<td>Possession and 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 or at any university event sponsored for students. 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 substantial evidence to hold the student responsible for the placement or concealment of alcohol elsewhere on campus. When alcohol is found within a student residence, 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. See Standard 8.4 for sanctions that apply when this policy is violated.</td>
</tr>
<tr>
<td><strong>8.2</strong></td>
<td>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. See Standard 8.4 for sanctions associated with a violation of this policy.</td>
</tr>
<tr>
<td><strong>8.3</strong></td>
<td>Student Violations of Alcohol Laws – 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). See Standard 8.4 for sanctions associated with a violation of these policies.</td>
</tr>
<tr>
<td><strong>8.4</strong></td>
<td>Sanctions that apply for students found responsible for violating Standards 8.1–8.3</td>
</tr>
<tr>
<td></td>
<td>• Students found responsible for a first violation of Standards 8.1, 8.2, or 8.3 are subject to a Level 2 conduct status (at the minimum) and may be required to complete an Alcohol Education Course within a specified time limit and be required to perform community service as determined by the student conduct officer. The student’s parents or legal guardians may be notified of the violation (consistent with the regulations in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to require additional sanctions if circumstances warrant. Additional sanctions may include, but are not limited to, counseling or a mandatory evaluation by a licensed additional counselor. In the case of mandated evaluation, the student will be required to provide written proof from the licensed additional counselor to the director of student life that all recommendations made in the evaluation have been completed. Fees for all mandated evaluations, educational programs, and/or counseling are the responsibility of the student.</td>
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<td>• Students found responsible for a second or third violation of Standards 8.1, 8.2 or 8.3 are subject to a Level 3 conduct status (at the minimum), community service as determined by the conduct officer and a mandatory alcohol evaluation by a licensed addiction counselor. The student will be required to provide written proof from the licensed addiction counselor to the conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student’s parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.</td>
</tr>
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<td></td>
<td>• Students responsible for four or more violations of Standards 8.1, 8.2 or 8.3 are subject to a Level 4 conduct status and mandatory counseling or treatment. All fees associated with any mandatory counseling or treatment shall be the responsibility of the student. The student is also subject to either suspension or expulsion. The student’s parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.</td>
</tr>
</tbody>
</table>
### Violation Code 8.5

**Students being in the presence of alcohol, 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. (Level 1-2)

The exception to this policy is when the alcohol in question is present where it is legal and, in a location, where it is in full compliance with all requirements stipulated in the University of Mary Alcohol policy and in this section of the Student Handbook.

### Violation Code 8.6

**Alcohol Paraphernalia – The University of Mary reserves the right to have students remove any alcoholic beverage containers (even if it does not contain alcohol), signs, lights, or other alcohol related materials that it considers to be objectionable. (Level 1-2)**

### Violation Code 8.7

**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 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]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 4).**

### Violation Code 8.8

**Binge Drinking Purpose of the Policy**

- The University of Mary Alcohol policy is based on a strong ethic of care for members of the University of Mary community and it establishes healthy standards for the community in relation to the responsible and legal use of alcohol. Binge drinking is a serious national health problem that puts at risk the health and well-being of those who participate while also threatening the safety and well-being of other members of the community. Statistics indicate there is a high incidence of binge drinking in the adolescent and young adult population. The National Institute on Alcohol Abuse and Alcoholism defines binge drinking as a pattern of drinking that brings a person’s blood alcohol concentration (BAC) to 0.08 grams percent or above. It involves heavy consumption of alcohol in a short amount of time often with intoxication as the goal. In social settings, students who are vulnerable to peer-pressure are often pressured into drinking to the point of gross intoxication. In a college/university environment peer pressure to binge drink may take the form of drinking games and/or hazing rituals. Those who participate in binge drinking typically experience levels of intoxication where passing out and blackouts are common. In addition, those who binge drink are at risk for sexual assault, injury, and even death as a result of falls, accidents, or alcohol poisoning. Students who engage in binge drinking also put themselves at risk to experience academic difficulties, physical health problems, depression (alcohol is a depressant), and alcoholism. The decision to binge drink or to encourage/pressure others to binge drink are decisions with serious health, safety, moral, and spiritual consequences that the university asks all students to inform themselves about and to consider before making such a decision. 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. In addition, because of the profound nature of the risks associated with binge drinking, the university considers violations of its policy to be a serious threat to the safety and well-being of those involved and a serious matter for the entire university community.

Sanctions that apply for students found responsible for violating any of the expectations listed in 8.10. Students found responsible for a violation of any of the expectations listed in 8.10 are subject to a student conduct level and any or all of the following sanctions: community service as determined by the conduct officer, 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 conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student’s parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 2-4).
8.9 University of Mary students of all ages, whether on or off campus, are prohibited from binge drinking. For the purposes of this policy, binge drinking shall be defined to be the consumption of alcohol where the quantity of alcohol consumed within a given period exceeds what constitutes safe and responsible consumption. Participation in a drinking game shall be considered a form of binge drinking regardless of the amount of alcohol consumed.

Safe and moderate consumption is defined as the consumption of no more than two standard servings of alcohol (a standard serving of alcohol shall be a 12 oz. serving of beer, 5 oz. serving of wine, or a 1.5 oz. of liquor) per hour and no more than a total of five standard drinks in any one five-hour period of time.

Promotion of Unsafe/Illegal Consumption of Alcohol – University of Mary students are prohibited from disseminating information about, selling admission to, or selling products that will enable the buyer to be admitted to an event where binge drinking or illegal consumption of alcohol by University of Mary students is permitted or encouraged. The student’s parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 4).

8.10 Possession and Consumption of Alcohol by Residents of The Cloisters and Their Guests – The Cloisters are the University of Mary’s only student housing facility reserved specifically for students at the junior level or higher. Therefore, under the University of Mary Alcohol Policy, residents of The Cloisters 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 conditions:

a. All residents of a particular apartment must qualify for the privilege and must apply together as a household for a permit. Approval requires that all residents satisfactorily complete an Alcohol Education Course offered by the University of Mary Student Development Office.

b. Once a household is approved to receive a permit, 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.

c. All alcohol must be consumed within the household with the door to the hallway closed. Alcohol may be consumed on the balcony or patio. Consumption of alcohol is prohibited in the hallways of the buildings and on the grounds beyond the edge of the patios.

d. Under no circumstances is it permissible for members of a household to consume alcohol when minors are present.

e. With a permit, 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 the intent of this guest policy is not for it to be used as a license to host large drinking parties. Therefore, the standard permit that the household receives limits the number of people who can be present when alcohol is consumed to 10 persons (to include the residents of the apartment who are present). Households who wish to host a larger gathering where alcohol will be served need to apply for a Special Event Permit. The privilege to host a special event requires additional responsibility on the part of the members of the household to demonstrate that the event will be adequately supervised. Applications are available at the Student Development Office and must be submitted at least 5 business days in advance of the event.

f. By extending the privilege to possess and consume alcohol to residents of The Cloisters 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, funnel(s), kegs, beer/party balls, excessive quantities of alcohol, litter/garbage, and hosting parties without appropriate permit, and other form of irresponsible behavior are all grounds for suspension or loss of household’s privilege as well as other sanctions (to include expulsion from The Cloisters). Students with questions about what is permissible should contact the resident director in advance to avoid any confusion.

Students found responsible for a violation of any of the expectations listed in 8.10 are subject to a student conduct level and any or all of the following sanctions: community service as determined by the conduct officer, 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 conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent
Standard 9: Students are Responsible 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 drugs, substances, or paraphernalia, whether on or off campus. Further, students are responsible 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 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 2.3, any legal or criminal violation by a student, on or off campus, is a violation of the Community Standards for Students. This includes any illegal activity related to illegal drugs, substances, and/or paraphernalia. The university reserves the right to sanction students for such violations and make sanctioning decisions independent from the decisions of the court system. Furthermore, all students, regardless of residency or the location of where the violation took place, are held to this standard.

Sanctioning
University of Mary students who violate the university’s substance abuse policies are subject to conduct action as indicated for each specific violation. Sanctions may include 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 responsible to comply with any recommendation resulting from the evaluation. She/he will also be responsible to provide for the necessary release of information to make it possible for the substance abuse counselor to provide the university’s student conduct officials with a copy of the evaluation and resulting recommendations by a stated deadline or risk additional sanctions. Fees for the evaluation and any subsequent recommendations which may include educational programs and/or counseling are the responsibility of the student. The student’s parents or legal guardians may be notified of the violation consistent with the regulations stipulated in the Family Educational Rights and Privacy Act (FERPA).
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<tbody>
<tr>
<td>9.1</td>
<td>Students are prohibited from using or possessing any illegal drug, substance, or paraphernalia whether on or off campus. Possession is defined to mean having illegal 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. Students who are found to be responsible for a first violation of this policy will be subject to a Level 4 student conduct status and a mandatory evaluation for substance abuse as described under Standard 9. Students who violate this policy a second time will automatically be subject to a student conduct hearing before the vice president for student development where she/he may face additional sanctions up to suspension or expulsion.</td>
</tr>
<tr>
<td>9.2</td>
<td>Students are prohibited from using or being under the influence of any illicit drug or substance (Level 4). Students who violate this policy are subject to a Level 4 student conduct status and a mandatory evaluation for substance abuse as described under Standard 9. Students who violate this policy a second time will automatically be subject to a student conduct hearing before the vice president for student development where she/he may face additional sanctions up to suspension or expulsion.</td>
</tr>
<tr>
<td>9.3</td>
<td>Students are prohibited from being in the presence of any illegal substance. Being in the presence of an illegal substance includes being present while other individuals are using illegal drugs or substances and/or being present when another person has illegal drugs or substances in his or her possession (Level 4). Students who violate this policy are subject to a Level 3 Student Conduct Status as well as any other sanctions deemed appropriate by the student conduct officer.</td>
</tr>
<tr>
<td>9.4</td>
<td>Students are prohibited from manufacturing, selling, or otherwise distributing any illegal drug, substance or paraphernalia. Students who violate this policy are subject to immediate suspension or expulsion according to the university’s emergency suspension policy.</td>
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**Standard 10: Students are Responsible 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 on my.umary.edu.

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<tr>
<td>10.1</td>
<td>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 (Level 4).</td>
</tr>
<tr>
<td>10.2</td>
<td>Students responsible for or participating in the detonation of fireworks or explosives inside a campus building or in a manner so as to endanger others, cause fear, damage property, or disrupt a university event or activities of others shall be subject to student conduct action (Level 4).</td>
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<tr>
<td>10.3</td>
<td>Students responsible for detonating or participating in the detonation of fireworks in a manner other than that described in 10.2 and those responsible for storing fireworks or explosives contrary to university policy shall be subject to student conduct action (First Offense Level 3; Second Offense Level 4).</td>
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**Standard 11: Students are Responsible to Comply with the University’s Policies Regarding Hazardous Materials**

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

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<tr>
<td>11.1</td>
<td>Students responsible for using, possessing, or storing any type of flammable or hazardous material as prohibited by this policy are subject to student conduct action (Level 4).</td>
</tr>
</tbody>
</table>
Standard 12: Students are Responsible to Comply with the University’s Fire Safety Policies

All students are responsible 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 and facilities. Students are responsible to assume an active role in learning about fire safety by participating in fire drills and educational programs offered by the university. Students are responsible to immediately evacuate an area when the fire alarm sounds and to refrain from tampering with safety devices and equipment (fire extinguishers, fire alarms, detectors, etc.). The burning of candles, incense, tobacco, sweet grass, sage, or any other combustible material without prior authorization is prohibited. Propane grills are prohibited. Charcoal grills are permitted unless government officials issue a fire ban due to fire danger during dry conditions. Grills should be attended at all time and properly extinguished when done. The use and storage of propane for grilling purposes on campus is prohibited.

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<tr>
<td>12.1</td>
<td>It is the responsibility of the students to immediately evacuate any campus building (including all residence halls) when a fire alarm sounds. If the alarm has been activated because of a fire, the building can quickly fill with smoke. Individuals who delay exiting the building put their life in jeopardy as well as the lives of those who must attempt to rescue them in the event of a fire. Students who live in a residence hall should follow the evacuation plan established for their hall and meet at the pre-determined location so emergency workers can be sure that all residents have been evacuated. For this reason, it is a violation of the Community Standards to fail to evacuate a campus building when a fire alarm sounds. Violators are subject to conduct action (Level 1-2). Subsequent violations are subject to further student conduct action (Level 2) and a $50 fine. (The fine will increase by $50 for each subsequent violation) (Level 2).</td>
</tr>
<tr>
<td>12.2</td>
<td>Discharging a fire extinguisher when there is not a fire is a malicious act that is illegal because it endangers the life of others and it causes costly damage. For these reasons, discharging a fire extinguisher is considered a serious violation of the Community Standards. Violators will be reported to law enforcement officials for possible prosecution and are subject to student conduct action including a mandatory fine in the amount of $150 in addition to any additional costs incurred by the university (Level 4).</td>
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<tr>
<td>12.3</td>
<td>Activating a fire alarm when there is not an emergency is a malicious act that is illegal (in North Dakota it is a felony) that endangers the life of others because it causes people to question whether or not a real emergency exists when a fire alarm sounds. Violators will be reported to law enforcement officials for possible prosecution and will also be subject to student conduct action which will include a mandatory fine in the amount of $150 (Level 4).</td>
</tr>
<tr>
<td>12.4</td>
<td>Tampering with or disabling any fire safety device (including, but not limited to, fire alarms, heat and smoke detectors) is a malicious act that is illegal and endangers the life of others and violators are subject to report to law enforcement officials and will be subject to student conduct action which will include making restitution for any damage (Level 4).</td>
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<tr>
<td>12.5</td>
<td>The number one cause of fires in residence halls is unattended burning candles. Students are prohibited from possessing any candle that can support an open flame. Candles that have been manufactured or altered (by cutting or removing the wick) so they do not support a flame are permitted (Level 1).</td>
</tr>
<tr>
<td>12.6</td>
<td>Students are prohibited from burning incense, tobacco, sweet grass, sage or any other combustible material in any campus building without prior authorization from the appropriate university official. This prohibition specifically applies to all campus residences. In the case of all campus residences, the appropriate university official is the director of residence life. In classrooms, it is the instructor. Students who burn candles, incense, sweet grass or sage as part of religious practices are encouraged to discuss their needs with the director of university ministry who is authorized to supervise use of incense, sweet grass, sage, etc. for religious purposes in an appropriate location (Level 2).</td>
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<tr>
<td>12.7</td>
<td>Students are prohibited from starting any type of fire on university property without prior approval from the director of student life (Level 3).</td>
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<tr>
<td>12.8</td>
<td>Propane grills are prohibited. Charcoal grills are permitted unless government officials issue a fire ban due to fire danger during dry conditions. Students who use barbeque grills are responsible to ensure: the grill is attended at all times when in use, the grill is properly extinguished when done and that the area is properly cleaned. Students are prohibited from using propane/gas grills or storing propane and lighter fluid in campus residences (Level 2).</td>
</tr>
</tbody>
</table>
Standard 13: Students Are Responsible to Fulfill the University’s On-Campus Residency Requirement

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

For these reasons, the University of Mary (like most private and many public colleges and universities) has a policy requiring students to live on-campus. The University of Mary policy is as follows:

Upon enrollment at a University of Mary location that provides student housing, a traditional undergraduate student under the age of 21, is required to live on-campus for a minimum of five consecutive semesters (summer session may be included in the total) or until the semester after the student reaches his / her 21st birthday. 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.
2. If the student is a transfer student, he/she will receive a one-semester credit for each semester he/she was enrolled at his/her previous institution(s).
3. 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.
4. The student is the legal custodial parent or court appointed custodial guardian of a minor child or children.
5. The student is registered with the Office of Student Accessibility Services with a documented disability and is able to provide appropriate documentation to verify the need for a reasonable accommodation in the student residence facility the university is not able to provide.

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

The student is advised not to enter into any lease or rental agreement before the On-Campus Residency Committee makes its determination with regard to the student’s request. The determination made by the committee in all such matters is final without further right to appeal.

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

<table>
<thead>
<tr>
<th>Violation Code</th>
<th>Sanctioning Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>13.1</strong></td>
<td>Any student required to live on campus who submits a request for approval to live off campus using false pretenses shall be subject to the following sanctions and penalties:</td>
</tr>
<tr>
<td></td>
<td>a. The student’s request for approval to live off campus shall be denied, and the student shall forfeit his/her eligibility to submit any further requests for approval to live off campus.</td>
</tr>
<tr>
<td></td>
<td>b. The student shall be subject to a Level 4 Student Conduct Status and be ineligible to participate in extra-curricular activities for a minimum of six weeks.</td>
</tr>
<tr>
<td><strong>13.2</strong></td>
<td>Any student who obtains approval from the university to live off-campus under false pretenses and/or whose living arrangements are discovered to be other than those approved by the university shall be subject to the following sanctions and penalties:</td>
</tr>
<tr>
<td></td>
<td>a. The student’s approval to live off campus shall be immediately rescinded, and the student shall be immediately suspended from the university until such time as the student comes into full compliance with the university’s policy.</td>
</tr>
</tbody>
</table>
13.2 continued

b. The student shall be ineligible to submit any further requests for approval to live off campus.

c. The student shall be responsible for room and board fees for each semester the student was out of compliance with the university’s policy (if the student was out of compliance for less than a semester, the amount the student will be responsible to pay will be determined by prorating the fees to the number of days the student was out of compliance).

The violation shall be a minimum Level 4 violation and the student shall be ineligible to participate in extra-curricular activities for a minimum of six weeks.

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

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

Single Sex Residence Halls

Consistent with Church teaching and the university’s religious convictions, the university shall maintain separate residential facilities for men and women, and students shall be 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 Church 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

In popular culture today, lewd, offensive, profane and/or obscene language, materials, and images are common, and pornography is easily accessible. The Church teaches that these are harmful. Therefore, to uphold Church teaching and 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. Items of occult practices are also expressly prohibited and subject to removal.

The Expectation of Temperance

The Church teaches that 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 Church teaching that every person is 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 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.

The Residence Life Agreement

When you are offered placement in the university’s Residence Life Program, you will be required to sign a legally binding Residence Life Agreement with the university before occupying your student residence. By signing the agreement, you agree to abide by the terms and conditions of the agreement, and you agree to comply with the Student Handbook.

You should be aware that the Residence Life Agreement creates a privilege for you to use the university’s on-campus residence facilities subject to the conditions of the agreement and according to university regulations. It is a license to participate in the Residence Life Program and is not a lease for housing between a landlord and a tenant.
Early Termination of the Residence Life Agreement

The university expects you to fulfill the terms and conditions of the Residence Life Agreement you sign. There is a fee to terminate your agreement before the expiration date. It is your responsibility to make sure you are eligible to terminate your agreement before you sign a lease or an agreement for off campus housing (if you fail to do so you may be responsible for substantial fees to get out of the lease you sign for off campus housing). Please contact the Student Development Office prior to entering into any agreement for off campus housing.

Accommodations for Students with Disabilities

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 are in need of accommodations should contact the Student Accessibility Services Office 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, you should submit your request at least 60 days in advance of the date you will need the accommodations.

The Residence Life Staff

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

- 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 the residence life and student life departments.
- Resident Directors (RDs) – are professional-level staff residing in the residence halls. The RDs provide leadership for the residence life program within the residence hall and are responsible for the overall supervision of their hall and RAs. 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 according to a duty and on-call schedule. RDs are responsible to ensure that university policies are enforced in their hall.
- Director of Residence Life – is responsible for providing leadership for the university's residence life program. She/he provides supervision for all student residence facilities, the RDs, and the RA program. She/he manages the sign-up process for student housing, makes room and roommate assignments, and supervises the check-in and check-out process.
- Student Development Office – works closely with the residence life staff to process residence life applications for on-campus housing, room and roommate assignments, meal plans, and housing deposits, and all charges associated with the residence halls. Staff is available during office hours to answer questions and schedule appointments for you with members of the residence life staff.

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 your status with regard to its eligibility requirements at any time. If you fail to maintain your 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 where you are eligible, suspension, or dismissal from the residence life program.

General Eligibility Requirements

To be eligible for placement into the University of Mary Residence Life Program during the academic year, you must:

1. Be a full-time student enrolled in a traditional undergraduate or graduate program at the main campus. For the purposes of this policy, full-time status 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 during the course 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. Be current with your student account at the university both at the time of application and at the time of placement.

3. Have submitted an application for financial aid (FAFSA).

4. Be at a student conduct Level 3 or below (students with a student conduct level at Level 4 must have permission from the assistant vice president for student development to participate in the Residence Life Program – contact the Student Development Office for information about the process to request such permission).

Summer Eligibility

To be eligible for placement in the Residence Life Program during the summer term you must:
1. Meet one of the following criteria:
   a. You 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 on-line course.
   b. You must be a student who was enrolled full-time during the spring semester in a traditional undergraduate or graduate program and you must be pre-registered for a traditional undergraduate or graduate program in the fall.
   c. You must be employed by the university during the summer and have completed application for the Work Campus program at the time of application.

2. Be current with your student account at the university.

3. Have submitted an application for financial aid (FAFSA).

4. Be at a student conduct Level 3 or below (students with a student conduct level at Level 4 must have permission from the assistant vice president for student development to participate in the Residence Life program – contact the Student Development Office for information about the process to request such permission).

**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 to or remove any student when it has reasonable cause to believe the student is dangerous or otherwise unsuitable for its residence life program.

**Special Eligibility Requirements for Placement in Deichert Hall or Boyle Hall**

Deichert Hall is a residence for men. Boyle Hall is a residence for women. To be eligible for placement in Deichert Hall or Boyle Hall, the student must meet all the General Eligibility Requirements and also must:

1. Have successfully completed a minimum of 60 credits at an accredited college or university.

2. Maintain a minimum GPA of 2.0 or higher.

3. Maintain a student conduct level at or below a Level 3. Any student who fails to maintain the required GPA or student conduct level is subject to mandatory reassignment to another facility.

4. Have successfully completed the university’s alcohol education course.

**Special Eligibility Requirements for Placement in The Cloisters**

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

1. Have successfully completed a minimum of 60 credits with preference for placement given first to graduate students, then to seniors (90 credits or more) and then juniors (60 credits or more).

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 Placement in Saint Joseph’s Hall and Saint Scholastica Hall**

To be eligible for placement in Saint Joseph’s Hall or Saint Scholastica Hall, the student must meet the General Eligibility Requirements and also must:

1. Apply and be approved for placement. The application process includes a requirement to be able 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.

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

Married Students and Students with Children
At the present time, the university does not have residential facilities for married couples or students with children. Upon request, the Student Development Office will provide the contact information of private property owners in the community who provide rental housing suitable for married couples and students with children.

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.

Currently Enrolled Students
Each spring, currently enrolled students begin the residence life application process for the next year by attending a mandatory information session to learn about eligibility requirements for the different residence halls. At the information sessions, students will be provided information about how to access the university’s online residence life application process.

Residence Life Deposit
A residence life deposit is required at the time of application. Your application will not be processed until payment is received. For information about the current amount of the residence life deposit, please refer to the university’s official schedule of tuition and student fees.

Placement in the Residence Life Program
We will make every effort to honor student preferences regarding residence hall and roommate preferences when making placement decisions 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 Hillside and Roers Halls are designated to be the residences for freshman women. The university reserves the right to assign other students to any beds in freshman halls that are not filled by freshman.
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 are additional fees for single rooms and rooms with private bathrooms.
6. All roommate and suite mate preferences must be expressed within the online housing program (Adirondack).
7. The university reserves the right to make the final determination with regard to all residence life assignments based on what it believes is in the best interests of all involved.

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.
You 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.

**Policy on Vacancies in Student Residences**

When a vacancy exists in a student residence, the university reserves the right to assign another student to fill the vacancy. The student(s) who remain in a student residence with a vacancy are responsible to practice the Benedictine value of hospitality by maintaining the vacated space in move-in condition in anticipation of the arrival of another student. There is no right on the part of the remaining student(s) to refuse to accept a new resident. 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 residents where vacancies exist at midterm of each semester and also at the start of the second or spring semester. If you live in a room or suite where a vacancy exists, you may choose from the following options:

1. Invite another eligible student or other students from another under-occupied student residence to fill the vacancy.
2. Relocate to another room or suite with a vacancy.
3. Request a move to a room officially designated as a single room (dependent upon eligibility and availability).
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 was fully occupied. Approval of all such requests is dependent on availability in relation to the overall demand for placement in the University of Mary Residence Life Program.

**Requests to Change Rooms or Roommate/ Suitemate Assignments**

For a variety of reasons, you may want to move to another room or residence hall. Your request will be considered according to the following parameters.

1. At the beginning of the fall semester, the university will generally not process requests to move until after the second week of the 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 you to get to know your roommates and suitemates before requesting a change.
2. 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.
3. 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 well-being 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.

**Dates the Residence Halls Are Open**

It is important for you to be aware of the dates when you are eligible to occupy your student residence. Moving in before your scheduled move-in date (even if a roommate is already occupying the residence) may result in additional fees and penalties. Likewise, to avoid fees and penalties, you will want to make sure you are aware if your residence hall closes for the Christmas break, and the date it closes and reopens for the start of the spring semester. You will also need to be aware of the date you need to move out of your residence at the end of the year. Failure to comply with these important dates may result in additional fees and penalties. If you have questions, be sure to contact the director of residence life or your residence director.

**At the Start of Each Term**

In order to provide you with a prompt and efficient check-in, you must strictly abide by the check-in times established for you. If you are required to return to campus early because of participation in a required activity such as sports, University Ministry, Student Ambassadors, etc. there will be separate check-in times for your particular group or team. Information about all check-in times will be posted on my.umary.edu and will be available at the Student Development Office. You are responsible for this information. If you arrive on campus before your scheduled check-in time, the university is not required to provide accommodations for you. You may make prior arrangements with the director of residence life for an early
arrival at least one week in advance. Your request for early arrival will be considered on a case-by-case basis. A late request fee of $50 plus $40/day shall apply to any request submitted with less than a week’s notice. Generally, requests for early arrival are approved only if there is valid rationale. If a request is approved, you will be responsible for a daily residence life fee as indicated on the University of Mary Schedule of Fees.

The Christmas Break

If you live in Boniface, Boniface West, Greg Butler, Hillside, North, Roers, Saint Joseph’s, or Saint Scholastica halls, housing is not provided during the break between the fall and spring semesters. You are required to check out of your residence hall no later than 24 hours after the last scheduled fall semester exam (see the Residence Life Agreement for the exact dates). If you have a Residence Life Agreement for the entire academic year, you may leave your personal belongings in your residence hall during the Christmas Break period. If you are required to return to campus early during the Christmas Break because of participation in a university- sponsored activity, you will be provided a specific check-in time. The university reserves the right to provide accommodations to you in the facility of its choosing.

If you need accommodations over the Christmas Break (stay late, early arrival), you may apply for the university’s Christmas Break Interim Housing Program. The deadline to apply is one week before the last day of semester exams (see the Residence Life Agreement for the exact date). After the deadline has passed, a late application fee of $50 will apply. The university reserves the right to consider all such requests on a case-by-case basis. Students accepted in the Christmas Break Interim Housing Program will be charged a daily Residence Life Fee for each day accommodations are provided as indicated on the University of Mary Schedule of Fees. 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.

If you are a resident of Boyle Hall, Deichert Hall or The Cloisters, you may remain in your student residence over Christmas Break, provided you register at least one week in advance with your residence director. Students who fail to register with their residence director as required are subject to additional fees and penalties, as well as student conduct action.

Vacating the Student’s On-Campus Residence

When the term of the student’s Residence Life Agreement expires, the student must vacate his/her student residence within 24 hours of the last semester exam of the semester. If you request on-campus housing beyond the date for which you are eligible to stay, you must submit a request to the director of residence life at least one week in advance. Requests submitted with less than one-week notice are subject to a $50 late request fee. All such requests will be considered on a case-by-case basis and are approved only with valid rationale. A daily Residence Life Fee as published on the University of Mary Schedule of Fees will apply for each day accommodations are provided.

Checking In and Checking Out of Student Residences

Procedures for Checking Into Student Residences

Each student is assigned a specific time to check in to 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 make arrangements 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 $40/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. You are expressly prohibited from moving into your student residence without being checked in by an authorized member of the residence life staff – even if your roommate(s) have already moved in.

At the time of check-in, you will be issued keys and you will be asked to sign a Room Condition Report (RCR) that describes the condition of your student residence on the day you moved in. When you move out, the report will be used to determine if you are responsible for any damages to the residence that occurred during the time you lived in the residence. You will also be required to sign a Residence Life Agreement with the university before moving into your residence.

If you fail to comply with the university’s check-in procedure, you will be subject to an improper check-in fee of $50. Moving into your student residence without being checked in by an authorized member of our residence life staff will result in additional penalties and fees. You can avoid fees and penalties by checking in at your assigned time and by following the proper check-in procedure.

Procedures for Checking Out of Student Residences

The procedures to follow are stipulated in your Residence Life Agreement with the university. You must follow these procedures for checking out of the residences. In advance of moving out of the on-campus residence, you are responsible to arrange a check out appointment with a member of the residence life staff or by contacting the Student Development Office at 355-8217 at least 24 hours before your intended check-out time. If you do not follow proper check out procedures as described in the Residence Life Agreement, you will be subject to an improper checkout fee of $50. If you
fail to turn in university keys issued to you at the time of check out, you are subject to a $25 key replacement fee for each key not returned. In addition, if the university determines it is necessary because of security concerns to change locks as the result of missing keys, you shall be responsible for all associated costs.

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

- Graduation: Students who graduate from the university are responsible 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.
- 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.

**Unauthorized Occupancy**

Allowing someone to stay in your student residence without authorization from the university is a serious offense. You may not sublease your student residence to any other individual nor may you permit any individual who is not specifically authorized by the director of residence life to reside in the student residence. Students who permit persons not authorized by the university to stay in a student residence are subject to a fine in the amount of $250 plus a daily Residence Life Fee in the amount of $40/day for each day accommodations were provided, along with student conduct action (Level 4).

**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 an environment within each residence hall 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.

The open house hours at the university's traditional and suite-style residence halls including Boniface, Boniface West, Greg Butler, Hillside, North, Roers, Saint Joseph's and Saint Scholastica Halls 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 are:

- Sunday – Saturday 10 AM to Midnight

Open house hours may be modified in the following manner:

1. The director of student 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.

In all instances where open house hours are modified, the new hours shall be posted in the residence hall.

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 to ensure that visitors are informed of policies for community life and she/he is responsible to ensure that guests treat other residents with dignity and are respectful of the university’s property and of the personal property of all residents. Visitors that are too frequent and/or of 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 responsible 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 make arrangements 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 by contacting the resident staff no later than 11:30 pm, Monday through Sunday or in the Student Development office between the hours of 8 am and 4:30 pm, Monday through Friday. The Guest Registration form is available from your residence director or the Student Development Office. 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 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**

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 may share an apartment. To this end, the university asks each student who applies for the Residence Life Program to complete a Roommate Finder Questionnaire which has been designed by the university to allow students to provide information about their habits and preferences and the information students provide is carefully considered when making decisions about roommate assignments.

Each student is responsible 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 responsible to use the roommate agreement as a starting point to proactively discuss expectations of one another and make agreements about issues where differences exist. Students may request the assistance of their residence director if any member of the residence refuses to participate or if those involved need help.

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

1. Each student that is a party to the conflict is responsible to try to resolve the conflict in a mature and respectful manner. Taking 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.

   The parties involved should find a time to discuss the matter when all involved are able to do so in a calm and respectful manner. It may be helpful to refer to the roommate/suitemate agreements. If one or more of the parties refuses to participate or if the students are not able to resolve the conflict, then the residence director should be notified so she/he can mediate the process.

2. The residence director will meet with all students involved for the purpose of understanding the conflict. The roommate/suitemate agreement will be used in this process. To the extent possible, the residence director will mediate the conflict in hopes of finding a successful resolution. Among the options considered at this level will be
voluntary reallocation of one or more students to another on-campus residence of the university’s choosing. In the case where a successful resolution is not reached, the residence director will ask the director of residence life to assist.

It should be understood that 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. So, it is important to thoroughly explore this possibility before making a decision to separate the parties.

Reassignment of one or more of the parties to another residence is generally not an option the first two weeks of the fall 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.

3. In cases where the conflict continues despite mediation from the professional staff, the director of residence life will review the matter and determine a resolution that will be binding for all students involved. Among the options considered at this level will be voluntary or mandatory reallocation of one or more students to another student residence of the university’s choosing.

**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 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 conduct officer has stipulated future random inspections of the residence as part of the sanctioning process. In non-emergency situations, university personnel will knock before entering and announce intent to enter.

**Search of Student Residences**

The university reserves the right to conduct administrative searches of student residences and all property contained in them when: a) there is a danger to the life or safety of any member of the university community; b) when facilities or property is endangered; and c) when there is reasonable cause to believe there has been a violation of university policy. The university also reserves the right to inform law enforcement officials of an administrative search and anything illegal that is discovered during the search. Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant 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. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.

In the event where 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, vice president for financial affairs, assistant vice president for student development, director of student life, director of residence life, residence director, coordinator of campus safety and security, director of physical plant or at a distant campus/site, the senior student life official and /or senior official. At least two university staff members (resident assistants may be included) will be present during the administrative search. The university reserves the right to request the presence of a law enforcement officer during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to university policy. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.

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

In the case where a student has been found to be responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs, the student conduct officer may authorize future unannounced searches of the student’s on-campus residence, locker, vehicle, or personal property.

**Scheduled Inspections**

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

**Maintenance Concerns**

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

**Medical Emergencies and Student Illnesses**

If you experience a medical emergency while in a residence hall, contact 911 immediately for assistance. 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 the Mid Dakota “Today Clinic” or the CHI St. Alexius Health Center 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 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, the student’s residence director is able to make arrangements with Dining Services to have meals delivered to the student in his/her student residence when a student is not able to go to the dining halls.

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.

**Responsibility for Damages to University Property**

Students share responsibility for stewardship of the university’s property and facilities. You may not remove furniture belonging to the university from the 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.

**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 the Student Development Office 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.

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

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

The university's personnel maintain the public areas of each residence facility. This includes the physical structure, mechanical and heating systems, elevators, laundry facilities, lounges, and kitchenettes. When there are maintenance problems in a residence facility requiring the attention of physical plant personnel, students are asked to exercise their judgment about the urgency of the problem. For routine, non-emergency maintenance problems, students are asked to make a report via the online work order request system which is accessible from https://my.umary.edu/ics. 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, cable TV is not operating, computer access is lost, something that needs to be cleaned, etc. Some maintenance problems are urgent, and students should immediately report this type of problem to the safety office at 701-355-8000. Examples of emergency maintenance needs that should be reported immediately include: any problem that endangers public safety, any problem that if not addressed immediately has the potential to cause damage to the building or its furnishings: water leaks, no heat, no electricity, someone trapped in an elevator, etc.

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 on the lower level of the Benedictine Center for Servant Leadership, the Campus Safety and Security Department (CSS) responds to calls placed to its 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 355-8000 number to request an escort from their vehicle to their residence hall. In the event of an emergency, students should first call 911 and then place a second call CSS at 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 or 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 resident hall facility while discharging their official duties. All students are responsible to treat them in a respectful and cooperative manner. Law enforcement officials may be asked by the university to assist with security and safety concerns and law enforcement issues. Likewise, security officers employed with or hired by the university are also authorized to be present on the campus and may enter any student residence hall facility as a part of carrying out their assigned duties. All students are responsible to treat them in a respectful and cooperative manner. Security personnel are authorized to assist residence 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.

2. 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 member 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.

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 to ask your parents to check with their insurance carrier. If you are not covered under your parent’s policy, it is your responsibility to purchase an insurance policy to cover loss for theft or damage to your personal property. Most insurance carriers offer such a policy.

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. 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.

Service animals are allowed with the appropriate documentation and approvals. 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 at the Service Assistance Animal Policy.

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 assistant vice president for student development.

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

Key and Lockout Policy
All students are required to be responsible for his or her university issued keys. If keys are lost or stolen, the student is responsible to contact a member of the residence life staff or the Student Development Office to get a key replaced. Fees apply for each new key issued and a fee to replace the lock core may apply as well.

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 residence life staff member will make arrangements to have the room re-keyed and new keys will be issued to the student. Fees will apply for this service.
Storage of Personal Property

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

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<thead>
<tr>
<th>Violation Code</th>
<th>Sanctioning Guidelines</th>
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<tbody>
<tr>
<td>14.1</td>
<td>Any student who is unwilling to welcome a new student to fill a vacancy in a student residence is subject to any or all of the following: a) suspension from the Residence Life Program; b) mandatory relocation to another on-campus student residence of the university’s choosing; c) being assessed the full amount of the residence life fees for that room or suite based on the university’s official occupancy designation (e.g. if the room is designated as a double occupancy room, the student will be assessed the full cost of two students living in a double occupancy room, not the single occupancy room rate), and d) student conduct action (Level 4).</td>
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<tr>
<td>14.2</td>
<td>Any violation of the Residence Life Agreement by the student is considered a violation of the University of Mary Community Standards for Students. Violators are subject to student conduct action. The conduct level is determined by the director of student life as is appropriate to the circumstances.</td>
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<td>14.3</td>
<td>Students who do not follow proper check-in procedures are subject to an improper check-in fee of $50.</td>
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<tr>
<td>14.4</td>
<td>Students who do not follow proper check out procedures are subject to an improper checkout fee of $50.</td>
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<tr>
<td>14.5</td>
<td>Students who fail to turn in university keys issued to them at the time of check out are subject to a $25 key replacement fee for each key not returned. In addition, if the university determines it is necessary because of security concerns to change locks as the result of missing keys, the student shall be responsible for all associated costs.</td>
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<td>14.6</td>
<td>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.</td>
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<tr>
<td>14.7</td>
<td>Students who permit persons not authorized by the university to stay in a student residence are subject to a fine in the amount of $250 plus a daily Residence Life Fee in the amount of $40/day for each day accommodations were provided, along with student conduct action (Level 4).</td>
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<td>14.8</td>
<td>Any student removing university furniture or fixtures without the authorization of the director of student life or director of residence life is responsible for damages and replacement costs as well as student conduct action (Level 3).</td>
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<tr>
<td>14.9</td>
<td>Any student who damages university property or fixtures shall be responsible for damages and replacement costs and be subject to student conduct action (Level 3).</td>
</tr>
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<td>14.10</td>
<td>Students who are not residents of an on-campus residence that use the laundry facilities in violation of this policy are subject to student conduct action (Level 2).</td>
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<tr>
<td>14.11</td>
<td>Residents who do not clean public areas after use are subject to student conduct action (Level 1).</td>
</tr>
<tr>
<td>14.12</td>
<td>Residents who do not dispose of garbage properly will be assessed a fee of $20. The fee will increase by $20 for each subsequent offence and student conduct action (Level 1).</td>
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<tr>
<td>14.13</td>
<td>Students who prop open a door to a residence hall, or prevent it from closing and/or locking, are subject to student conduct action (Level 2).</td>
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<tr>
<td>14.14</td>
<td>Residents are prohibited from allowing any individual who is unknown to them to enter a residence facility (Level 2).</td>
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<td>14.15</td>
<td>In the event where local, state, or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is the policy of the university to not interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.</td>
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<td>Violation Code</td>
<td>Sanctioning Guidelines</td>
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<td>14.16</td>
<td>In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy, an administrative search of the student's on-campus residence, property in the residence and all other property of the student found on campus may be authorized by the vice president for student development, vice president for financial affairs, director of student life, director of residence life, coordinator of campus safety and security, director of physical plant or at a distant campus/site the director, or the senior student life officer. At least two university staff members, which may include resident assistants, will be present during the administrative search. The university reserves the right to request the presence of a law enforcement officer during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to university policy. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.</td>
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<td>14.17</td>
<td>In the case where a violation of university policy has occurred in plain view or is known to a university official or a member of the residence life staff, the university official or residence life staff member is authorized to immediately enter the student residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the persons responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door; instances where inappropriate behavior is observed through a window and when noise is heard from a residence indicating that inappropriate activity is occurring in the residence.</td>
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<td>14.18</td>
<td>In the case where a student has been found to be responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs, the student conduct officer may authorize future unannounced searches of the student's on-campus residence, locker, vehicle, or personal property. The search process shall otherwise be identical to that described in Standard 14.16.</td>
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</table>
| 14.19          | Students who violate open house hours (both the host and the guest) are subject to student conduct action, as follows:  
  a. If the violation is fewer than 30 minutes from the beginning or the end of visitation of the open house hours both the host and guest(s) will be cited with a minor violation of open house hours (Level 1).  
  b. If the violation is 30 minutes or more from the beginning or the end of open house hours, both the host and the guest will be cited with a major violation of open house hours (Level 2).  |
| 14.20          | Students who fail to register overnight guests in advance with the residence director are subject to student conduct action (Level 1) for a first offense followed by a monetary fine in the amount of $40 for each successive violation and further student conduct action that will increase one level for each successive violation. |
| 14.21          | In addition to the penalties described in Standard 14.19, a student who has an unregistered, overnight guest of the opposite sex is subject to student conduct action (Level 3) for a first offense, followed by a monetary fine of $50 and an increase of one student conduct level for each successive violation. |
| 14.22          | a. Students who engage in sexual intimacy in violation of the University of Mary’s Community Moral standards shall be subject to student conduct action (Level 2-4).  
  b. Students who have images (electronic and/or print) or display lewd, obscene, or offensive materials are subject to student conduct action (Level 1-4).  |
| 14.23          | Students who violate posted quiet hours in an on-campus residence are subject to student conduct action (Level 1).  |
| 14.24          | Students who make excessive noise with the intent to cause a disturbance or disrupt the sleep and quiet of on-campus residents are subject to student conduct action (Level 3).  |
| 14.25          | Students who violate this policy are subject to confiscation of equipment and student conduct action (Level 1).  |
| 14.26          | Students who keep a pet or animal in a university-owned residence are responsible for all damages and subject to student conduct action (Level 3).  |
| 14.27          | Students who conduct business on campus in violation of this policy are subject to student conduct action (Level 4). |
| 14.28          | The first week of each semester will be considered a grace period for lockouts. Students will not be assessed a lockout fee during that time. Once the grace period ends, students will be charged $10 per lockout incident. The lockout fee will be assigned directly to the student’s university account. |
Standard 15: Students are Responsible to be Good Stewards of University Property and Facilities

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

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

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

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<tr>
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<tr>
<td>15.1</td>
<td>Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to student conduct action (Level 2).</td>
</tr>
<tr>
<td>15.2</td>
<td>Students who damage, misuse, 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 (Level 2).</td>
</tr>
<tr>
<td>15.3</td>
<td>Students who willfully cause damage to university property or the private property of others are subject to student conduct action and are responsible for all costs associated with repair and/or replacement (Level 3-4).</td>
</tr>
<tr>
<td>15.4</td>
<td>Students are prohibited from tampering with or interfering with the normal operation of phone, cable, and/or computer service in any manner and from interfering with the billing processes associated with these services. Students who obtain unauthorized services or who interfere with billing processes shall be subject to criminal investigation by law enforcement authorities as well as to student conduct action at the university (Level 3).</td>
</tr>
<tr>
<td>15.5</td>
<td>It is a violation of this community standard (and unlawful) to duplicate any University of Mary key without proper authorization. The university reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 4).</td>
</tr>
<tr>
<td>15.6</td>
<td>It is a violation of this community standard (and unlawful) for a student to possess or use any university key or other security control device (or any unauthorized duplicate of a university key) that has not been issued to the student by the appropriate university official. The university reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 4).</td>
</tr>
<tr>
<td>15.7</td>
<td>It is a violation of this community standard (and unlawful) for a student to give a university key or security control or access information to any unauthorized person or to otherwise allow an unauthorized person to use a university key or to otherwise gain access to university property, equipment, or facilities. The university reserves the right to report any student suspected of such to law enforcement authorities for possible prosecution and the individual(s) involved are subject to student conduct action (Level 3-4).</td>
</tr>
<tr>
<td>15.8</td>
<td>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 (Level 3).</td>
</tr>
<tr>
<td>15.9</td>
<td>Students are prohibited from being in possession of or using any university property without proper authorization. Violators are subject to student conduct action (Level 3).</td>
</tr>
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</table>
Standard 16: Students are Responsible to be Good Ambassadors of the University of Mary When Supporting Marauders Athletic Teams and Other Events

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

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<tr>
<td>16.1</td>
<td>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 (Level 3).</td>
</tr>
<tr>
<td>16.2</td>
<td>Students are prohibited from displaying profane, obscene, and/or offensive epithets or graphic messages on any article of clothing or on any sign, or other item at any University of Mary athletic competition or any other university sponsored event. This includes the prohibition against wearing or displaying so called “underground” t-shirts or signs. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events (Level 4).</td>
</tr>
<tr>
<td>16.3</td>
<td>Students are prohibited from designing, selling, promoting, distributing, or participating in any plan to design or sell, promote, or distribute any underground item (such as t-shirts or other articles of clothing or signs) to other students or fans containing messages or graphic representations that are obscene, degrading, or inconsistent with the values of the university. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events, suspension, or expulsion from the university (Level 4).</td>
</tr>
<tr>
<td>16.4</td>
<td>Students are prohibited from selling, promoting or distributing any article used to support the University of Mary or make reference to any of its athletic opponents without prior written approval of the athletic director. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events. (Level 3).</td>
</tr>
</tbody>
</table>

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

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

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<tr>
<td>17.1</td>
<td>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 (Level 4).</td>
</tr>
<tr>
<td>17.2</td>
<td>Students who participate in non-sanctioned activities as described above are subject to student conduct action (Level 4).</td>
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</table>
Standard 18: Students are Responsible to Comply with the University’s Policy on Gambling

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

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<tr>
<td>18.1</td>
<td>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 (Level 3).</td>
</tr>
</tbody>
</table>

Standard 19: Students are Responsible 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 responsible to treat all others with respect and dignity using respectful language.

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<tr>
<td>19.1</td>
<td>Students who are disrespectful of the dignity of others through mistreatment, or behavior that is exploitive or manipulative, or one who uses abusive language directed against another person is subject to student conduct action (Level 1-4).</td>
</tr>
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Standard 20: Students are Responsible to Respect the Property of Others

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

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

Students who damage someone else’s property by accident are responsible to contact the property owner and take responsibility (compensate the owner) for the damage. No one has the right to intentionally damage or vandalize 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.

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<tr>
<td>20.1</td>
<td>Students who take what does not belong to them violate the law and the Community Standards for Students at the University of Mary. The university reserves the right to report all such instances to law enforcement authorities for possible prosecution and those responsible are subject to student conduct action up to expulsion (Level 1-4).</td>
</tr>
<tr>
<td>20.2</td>
<td>Students who damage the property of others by accident and fail to take appropriate responsibility for their actions are responsible to compensate the owner for all damages and are subject to student conduct action (Level 3-4).</td>
</tr>
<tr>
<td>20.3</td>
<td>Students who vandalize the property of others cause injury to the sense of security of individuals and of the community. Vandalism will not be tolerated at the University of Mary. Violators are responsible to pay for the damage they cause and are subject to a mandatory evaluation to be conducted at their own expense by a licensed psychiatrist or psychologist. The student shall also be responsible to comply with any recommendations resulting from such an evaluation and will be required to provide for the appropriate release of information. The student will need to provide a copy of the evaluation and recommendations to the university’s student conduct officials (Level 3-4).</td>
</tr>
</tbody>
</table>
Standard 21: Students are Responsible to Refrain from Violent Behavior

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

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

The University of Mary will assist any student at the university who has been the target of violence, threats of violence, or abuse of any kind whether it has taken place on or off campus or 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 and she/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 responsible to complete all recommendations resulting from the evaluation. S/ he shall also be responsible to provide the appropriate release of information to enable the evaluator to furnish the university’s conduct officer(s) with a copy of the evaluation, recommendations and documentation of compliance. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The conduct officer has the authority to impose additional sanctions and requirements as circumstances warrant.

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<tr>
<td>21.1</td>
<td>Students are prohibited from using any form of violence or restraint against another person. Violators are subject to student conduct action (Level 4).</td>
</tr>
</tbody>
</table>

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

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

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<tr>
<td>22.1</td>
<td>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.</td>
</tr>
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</table>

Standard 23: Students are Responsible to Cooperate with the University’s Policies on Searches

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

Campus Search & Seizure Policy

The University of Mary recognizes and has determined that the occurrence of incidents which may include the possession of alcohol, controlled substances, or other items of contraband prohibited by law, or University of Mary rules and regulations, jeopardizes the health, safety and welfare of students and University of Mary employees. Incidents which jeopardize the health, safety and welfare of students and University of Mary employees may necessitate the search of students’ residences and/or lockers and may necessitate the seizure of any illegal, unauthorized, or contraband materials in the search. In such a case the university may request the assistance of law enforcement authorities as required by law.
On campus student residences and lockers are school property and remain at all times under the control of the University of Mary. However, students shall assume full responsibility for the security of their residence and lockers. Student residences and lockers may not be used to store illegal, unauthorized, or contraband materials.

The acceptance and use of these university facilities by any student shall constitute consent by the student to a search by authorized school personnel and/or law enforcement.

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<tr>
<td>23.1</td>
<td>In the event where local, state, or federal law enforcement agencies present a valid search warrant it is the policy of the university not to interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a conduct level appropriate to the violation.</td>
</tr>
<tr>
<td>23.2</td>
<td>In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy or regulations, a search of the student’s on campus residences and/or locker may be authorized by the executive vice president, vice president for student development, vice president for financial affairs, vice president for academic affairs, athletic director, director of student life, director of residence life, coordinator of campus safety and security, or director of physical plant. In the event a search is authorized, at least two university officials (one of whom may be a resident assistant) shall be present during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are contrary to university policy or that are evidence of policy violations. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.</td>
</tr>
<tr>
<td>23.3</td>
<td>In the case where a student has been found responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs as a part of the sanctioning process, the conduct officer may authorize future unannounced searches of the student’s on campus residences and/or locker. The search process shall otherwise be identical to that described in Standard 23.2.</td>
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**Student Conduct Process**

“Therefore, we intend to establish a school for the Lord’s service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard love.” (Rule of Benedict Prol 45-47)

**A. The Student Conduct Philosophy at the University of Mary**

The philosophy of student conduct at the University of Mary is rooted in its Christian, Catholic, and Benedictine mission and identity. In keeping with the Benedictine philosophy of educating the whole person moral and ethical development is an important focus of the student conduct process. There is an emphasis on helping students discern an appropriate balance between individual freedom and responsibility to God, self, the university community, and others.

The goal of this discernment is to understand personal freedom within the context of the Christian understanding of true freedom which is to be free to be and do what God intends.

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

1. Confront inappropriate conduct and violations of policy and hold students accountable for their conduct.
2. Protect the safety, well-being, and rights of others and the university community as a whole.
3. Help students learn about the consequences of behavior and how to make better decisions through the application of Christian and Catholic moral and ethical principles.
4. Assist students with the process of reconciliation with the university and those who have been negatively impacted by 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 for Students and the Student Conduct Process on the other.
In general, the courts (including the U.S. Supreme Court) have been reluctant to interfere in student conduct cases because of the recognition that student conduct processes are closely associated with the educational mission of the colleges and universities. This is especially true in the case of private colleges and universities with a religious affiliation where the student conduct system is also a part of the moral and religious mission of the university.

The Community Standards for Students is not intended to be an all-encompassing legal code that addresses all eventualities for student conduct. The fundamental principle of the standards is the expectation that students will strive to conduct themselves in a manner where there is an appropriate balance between freedom and responsibility to God, others, the university community, and self. Therefore, unlike a legal code, students are responsible to the university for their conduct even when the 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 for Students is one of “substantial” evidence. In other words, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility, the student may be disciplined for an infraction of policy.

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

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

C. Application of the Student Conduct System

The University of Mary Student Conduct Process described herein applies to all enrolled University of Mary students (undergraduate, graduate, special admission students, students enrolled on the main campus, students enrolled at distant campuses or sites, and students enrolled online), who by the act of enrollment are responsible to be familiar with its content and abide by its policies, regulations, and processes.

D. Presidential Authority in Regard to Student Conduct

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

E. Student Eligibility to Participate in Extra-Curricular Activities

At the University of Mary, eligibility to participate in extra-curricular activities is a privilege given to a student based upon whether the student has successfully met all the criteria for participation established by the university. Extra-curricular activities include, 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, forensic competitions, student clubs and organizations, and activities sponsored by the Marauders Activity Committee. To be eligible to participate in extra-curricular activities at the University of Mary, the student must successfully meet all of the following criteria:

1. The individual must be enrolled as a student at the University of Mary (part or full-time).
2. The student must be current with his/her student account and must have paid the appropriate student activity fee for the semester in question as certified by student accounts.
3. The student must be in good standing with the university with regard to student conduct. Good standing is defined as having a student conduct status at Level 3 or below. As indicated in the student handbook under the student conduct system, a student at Level 4 may have his/her eligibility reinstated one time at the discretion of the director of student life, based on satisfactory progress towards completing all required conduct sanctions.
4. In addition to the criteria listed here, the student must also meet any additional eligibility requirements criteria required by the specific extra-curricular program in which 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 extra-curricular activities who at the sole discretion of the university is a danger to others, who has been charged in criminal court with a felony or other crime considered to be
contrary to the university's values, and/or who is the subject of an internal university investigation into a serious violation of university policy.

F. Student Conduct Records

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

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

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

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

In a case where a student comes under investigation for or is prosecuted for a criminal offense by law enforcement officials, the university reserves the right to conduct its own internal investigation to determine if any university policy or community standard has been violated. In such a case, the university’s investigation shall be independent of any action by law enforcement or criminal justice authorities and may proceed before, during, or after any civil or criminal proceedings.

The university reserves the right to use any public record generated from such action in its own internal investigation. If deemed to be in the best interests of the university community, the university reserves the right to delay its determination in any such case until all legal proceedings have been resolved.

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

H. 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 personal 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 – Any student acting as a Good Samaritan who reports a serious medical emergency to a member of the university staff, security personnel, law enforcement authorities, or emergency personnel while in the presence of, in possession of, or under the influence of alcohol or drugs, or after binge drinking or while being intoxicated, will not be fined or have his/her conduct level increased on the condition that he/she stays with the person needing assistance until help arrives and then satisfactorily completes an evaluation by a professional counselor. The purpose of the evaluation is to ensure that the student has the appropriate professional help if he/she has a substance abuse problem and/or has the appropriate information needed to avoid such problems. In addition, if the person the student helps is also a student, he/she will also be eligible for the same amnesty so long as he/she satisfies the same evaluation program requirement.
- Medical Emergency Amnesty Policy – Any student who asks a member of the university staff, security personnel, law enforcement officials, or emergency personnel for help for a serious medical emergency (e.g. alcohol poisoning, drug overdose, and/or sexual assault) while in the presence of, in possession of, under the influence of alcohol or drugs, after binge drinking, or while in a state of intoxication will not be fined or have his/her conduct
level increased on the condition that he/she satisfactorily completes an evaluation and/or educational program as determined by a professional counselor. The purpose of the evaluation/education program is to ensure that the student has the appropriate medical/professional care if substance abuse is present and/or has the appropriate information needed to avoid such problems from developing.

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.

I. Reporting Student Misconduct at the University of Mary

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

1. Violations of the University of Mary Sexual Misconduct Policy, Discrimination and Harassment Policy, Hazing Policy; Retaliation Policy; Domestic Violence, Dating Violence, and/or Stalking Policy – Individuals who have direct knowledge of a University of Mary student violating any of the above policies should file a report using the Conduct Grievance Procedure found under the “General Policies” link on the main page of my.umary.edu. Individuals who have questions about the process should contact the Title IX Coordinator, the director of student life, the director of human resources, or the assistant to the vice president for academic affairs for assistance in making a report.

2. Illegal Behavior – The University of Mary encourages individuals with knowledge of illegal behavior on the part of a University of Mary student to report such behavior to the appropriate law enforcement officials. Members of the University of Mary administration, faculty, or staff are prohibited as employees of the university from discouraging anyone from reporting illegal behavior to law enforcement officials and are responsible to cooperate with official investigation. In addition to reporting illegal behavior to law enforcement officials, individuals with direct knowledge of illegal behavior on the part of a University of Mary student are also encouraged to report such behavior to the director of student life (in the case where the illegal behavior in question is a form of sexual misconduct, discrimination, harassment, hazing, retaliation, or domestic violence, dating violence or stalking the reporting process described in number 1 above, should be used).

3. Violations of the University of Mary Community Standards for Students and All Other Violations of University of Mary Policy – Individuals who have direct knowledge of any type of policy violations on the part of a University of Mary student, other than those cases described in numbers 1 and 2 above, should report the violation to the Office 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 “General Policies” link on my.umary.edu). In cases where the person making the report has reason to fear retaliation or embarrassment, those investigating the matter may agree to keep his/her identity confidential to the extent possible. In addition, the person who reports misconduct may request that she/he not be required to appear to provide information to those investigating the matter when the accused is present.

J. Investigation of Alleged Student Misconduct

When a report or documented incident is received, the university’s student conduct officers are responsible to investigate. Normally in the course of the investigation, conduct officers will interview the accused, witnesses, and others who may have information relevant to the investigation. Conduct officers 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. The director of student life may appoint or enlist any university official or private agency to assist with an investigation. Any student who refuses to be interviewed, makes false statements, provides misleading information, or withholds information will be subject to student conduct action. Student conduct officers may interview university employees and members of the public who may have information pertinent to the investigation. They may also access security camera footage and other university records relevant to the investigation. There is no time limit imposed upon the university to complete its
investigation and there is no statute of limitations. Investigations remain open for as long as necessary and students may be held responsible for their actions at any time when evidence becomes available.

When the investigation is complete one of two determinations will be made:

1. If the investigation concludes that there is not sufficient evidence for a finding of misconduct, the case will be dismissed and both the accused and the individuals making the allegations will be notified of the outcome to the extent provided by FERPA.

2. If the investigation concludes there is evidence of misconduct, the student will be so notified. Once notified, the student is responsible to contact the Student Development Office within five business days to schedule a conduct conference with the designated conduct officer. If the student fails to schedule a conduct conference by the stated deadline or if the student fails to show for the conduct conference, the student will be found responsible for the violation(s) in question and sanctioned by the conduct officer in absentia and the student shall forfeit the right to any further hearing or appeal.

The agenda of the conduct conference is dependent upon the student’s conduct level. If the student was already at Level 4 – (Probation), any additional misconduct is a violation of the terms of the student’s probation. Therefore, the purpose of the conduct conference for the student in this situation will be to inform the student of findings of the investigation and a hearing with the vice president for student development will be scheduled for the student. See Section “L” below for additional information about a hearing for students who violate the terms of their probation.

If the student is at Level 3 or below, the conduct officer will use the conduct conference to discuss the findings of the investigation with the student and she/he will present sanctions that will apply if the student is willing to accept responsibility for the conduct in question. Generally, when a student elects to accept responsibility for a violation and is able to demonstrate a good-faith commitment to be a positive member of the University of Mary community by refraining from future policy violations, the sanctions will reflect the student’s demonstration of responsibility.

Students who elect this option will be asked to sign a form that states their decision to accept responsibility was a decision made voluntarily and free from any form of pressure or coercion. Students who accept responsibility in this manner forego the right to a hearing or further appeal.

If the student does not wish to accept the determination and/or sanctions of the conduct officer, she/he has a right to a hearing without prejudice before the Community Standards Committee. She/he must request a hearing using the form provided for that purpose. Also, at that time a hearing with the Community Standards Committee will be scheduled for the student. See Section “K” below for additional information about a hearing before the Community Standards Committee.

K. A Hearing Before the Community Standards Committee

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

1. Description of the Community Standards Committee – The committee shall meet as necessary. If a hearing request is submitted at a time when the Community Standards Committee is not functioning (such as during the summer months), the student may request a hearing before the vice president for student development and his/her determination and sanctions will be final. The vice president for student development will appoint the Community Standards Committee chair, who shall be a non-voting member of the committee. In no event shall the individual conducting the investigation in a particular violation serve on the committee hearing that violation.

Membership of the committee consists of two members of the faculty/staff appointed by the director of student life and two students selected as follows:

To be eligible to serve on the Community Standards Committee, student members must have and maintain:

1. Sophomore status or higher (the University of Mary transcript must show successful completion of 30 semester credits at an accredited college or university).

2. A cumulative G.P.A. of at least 2.5.

3. A student conduct status no higher than Level 1.

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

a) Any student meeting the criteria stated above may apply to serve on the Community Standards Committee. The student body president (or his/her appointee) recommends committee members and the director of student life will make the appointments to the committee.

b) Committee members will be required to indicate acceptance of the appointment by signing an oath of office.
c) The term of membership on the committee is one academic year, with the start to coincide as much as possible with the beginning of the academic year and closing at the end of the academic year in the spring. Vacancies on the committee during the course of the academic year will be filled as soon as possible. Committee members may be reappointed to serve on the committee in subsequent years.

d) Responsibilities of the committee chair are to: 1) to provide orientation and training for committee members; 2) to serve as a resource to committee members in regard to procedural questions during meetings and hearings; and 3) to record the minutes of committee meetings and hearings. The chair of the committee shall vote only to break a tie. She/he is responsible for ensuring that the proper protocol for hearings is followed. The chair will monitor the attendance of committee members and when appropriate, excuse members unable to attend. All excused and unexcused absences of committee members will be recorded in the minutes. Unexcused absences of committee members shall be addressed by the chair in the following manner: the first unexcused absence will result in a private reminder from the chair; a second unexcused absence shall result in a written warning from the committee chair that an additional unexcused absence shall result in dismissal; and finally, a third unexcused absence shall result in immediate dismissal from the committee.

2. The Protocol for Hearings Before the Community Standards Committee

a) The chair of the committee coordinates the hearing schedule with the Student Development Office.

b) A quorum of two plus the chair is necessary for the committee to conduct a hearing.

c) A committee member with any conflicts of interest in relation to a case before the committee is ethically bound to disqualify himself or herself from hearing the case. Should multiple members of the committee disqualify themselves to the extent that a quorum is impossible, the case shall be referred to the Student Development Council.

d) All hearings of the committee shall be conducted in private and are closed to the press. All committee members are bound by the requirements of the Family Educational Records and Privacy Act (FERPA) and will be required to sign a confidentiality agreement that prohibits them from disclosing confidential student records or the proceedings of the hearing to anyone as stipulated by FERPA. The agreement also includes the provision that committee members are prohibited from discussing the proceedings with any member of the press, including the University of Mary student press.

e) Only members of the committee, the director of student life and/or his/ her designee, the accused student(s), the complainant(s), witnesses, and the student’s support person may attend a committee hearing. In some cases when complainants and/or witnesses have been offered confidentiality by the director of student life, the committee is obligated to restrict the appearance of those in attendance to separate times.

f) The chair shall record the minutes of all committee meetings and hearings. Proceedings of the hearing may be audio recorded by the chair with the exception of the committee’s private deliberations. Committee members are not allowed to remove any of the records of the hearing from the room. At the conclusion of the hearing, the chair will attach a copy of the minutes to the evidence presented in the hearing and a copy of the committee’s determination and sanctions in the case. The minutes, tape, and evidence are the property of the university and will be maintained by the director of student life.

g) Each of those accused as well as each of complainant(s) may elect to have one person present for support at the hearing, provided written notification is given to the director of student life at least 24 hours prior to the hearing. The support person must be a member of the University of Mary community (e.g. academic advisor, coach, instructor, roommate). The student’s parents or attorney, even if a member of the University of Mary community, 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, the director of student life will appoint a member of the faculty/staff to serve. The support person is prohibited from addressing the committee or participating in the hearing. His/her role is to provide a supportive presence for the student during the hearing.

h) If the accused student fails to attend the hearing, the original determination of responsibility and sanctions of the conduct officer shall prevail, and the student forfeits the right to any further hearing or appeal in the matter.

i) In the case where there is more than one student accused with the same offense associated with a single incident, the committee may elect to hear the cases separately or together.

j) The student conduct officer(s) who investigated the case shall present the findings of the university’s investigation of the matter in question to the committee. The university’s evidence shall be provided in the form of a written summary outlining the charges and evidence gathered in the investigation. The conduct officer will also include a summary describing the conduct status of the accused including any previous written warnings and previous actions of the Community Standards Committee against the student and any other prior violations of university policy. The director of student life or his/ her designee shall be allowed a specific amount of time (normally not more than 5-10 minutes) to verbally summarize the information presented.
k) Similarly, the student charged with a violation shall present his or her evidence refuting the allegations in the form of a written summary. The accused student shall be afforded the same time period provided to the student conduct officer(s) to verbally summarize the information.

l) In order to be considered by the committee, all statements made by witnesses must be eyewitness accounts to circumstances under question and all testimony of witnesses must be signed by the witness. The testimony of any witnesses must include information about the witness' employment status, official responsibilities pertinent to the case, relationship with the accused (if any), and other information regarding any potential conflict of interest. Statements from witnesses based on hearsay, as well as the testimony in the form of character witness or expert witness, are not permissible. It is useful but not a requirement for witnesses to be available at the time of the hearing to answer questions of the committee. Committee members have the option of questioning witnesses, but it is not required. Witnesses who are present will be required to wait outside the room where the committee meets until called by the committee. When the committee has completed questioning, the witness will be dismissed from the room. Neither party will be permitted to cross-examine the testimony of any witness. Unless there are questions from the committee for a particular witness, the witness will not be called upon to testify.

m) Once the committee has reviewed the materials presented and questioned witnesses (if this option is exercised), committee members may question either the accused or the conduct officer(s).

n) All procedural questions are subject to the final decision of the chair.

o) When the committee has completed its questions of the participants in the hearing, the participants are excused to allow the committee opportunity to deliberate in closed session. The committee is charged with the responsibility to determine whether or not the individual is responsible for a violation of the University of Mary Community Standards for Students and, if so, to determine what sanctions will apply. The committee has three options: 1) to dismiss all charges against the accused; 2) to concur with the finding of the conduct officer; or 3) to determine the accused is responsible for violations other than or in addition to those determined by the conduct officer and/or different or additional sanctions other than those recommended by the conduct officer. While meeting in closed session, the committee shall consider only that evidence which has been presented in the hearing and shall determine whether the accused is in violation of the university's policies. The committee shall make its determination using a standard of substantial evidence. In other words, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility, the student should be found responsible and appropriate sanctions should apply.

p) At an appropriate time, the chair of the committee shall call for a vote of the committee in order to make a determination. In the case of a tie, the chair will cast the deciding vote.

q) Once the committee has come to a determination of responsibility, it will then determine what sanctions will apply.

r) All determinations and sanctions of the Community Standards Committee are final except as provided below. The accused, complainant(s) and the director of student life are informed of the determinations and sanctions to the extent provided by FERPA.

s) When the Community Standards Committee is unable to make a determination or decide on sanctions in a case because of the inability to achieve a quorum or when the vote remains deadlocked, the determination in the matter will be made by the vice president for student development. The decision of the vice president for student development in these cases is final.

L. A Hearing for Students Suspended Under the University’s Emergency Suspension Policy and Those Who Violate the Terms of their Probation While Already at Level 4

When there is evidence that a student at Level 4 – (Probation) has violated the terms of his/her probation by failing to comply with the requirements of his/her probation or through additional instances of misconduct, the student will be notified and will be responsible to schedule a conduct conference with the designated conduct officer within five business days. At the conduct conference, the conduct officer will inform the student of the evidence and the Student Development Office will schedule a hearing before the vice president for student development. The purpose of the hearing will be to determine if the student will be permitted to continue his/her enrollment at the university and if so, under what circumstances. If the student fails to appear at the hearing, the vice president for student development will make his/her determination about the student’s future in absentia and the student will forfeit his/her right to a hearing and appeal.

The student will be provided an opportunity to submit a written statement responding to the evidence presented by the conduct officer at the conduct conference and she/he may make his/her case as to why she/he should be permitted to continue his/her enrollment at the university and under what conditions. The student’s written statement must be typed, and it must be submitted to the Student Development Office 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. The support person can be 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. 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. The support person may be present for support but may not participate in the hearing.

The university reserves the right to have legal counsel present at the hearing. The hearing will begin with a presentation by the director of student life and/or his/her designee(s) of the evidence that the student violated the terms of his/her probation.

In the course of the hearing, the vice president for student development will review the student’s written statement (if provided), conduct history, academic progress, and record of involvement at the university or in the community. The student will be provided an opportunity to verbally elaborate and explain his/her written statement and the vice president for student development will question the student about his/her future plans and current situation.

After completion of the hearing, the vice president for student development will make his/her determination with regard to the student’s status at the university within five business days unless extenuating circumstances prevent it. The vice president for student development has the authority to impose any condition or sanction she/he deems appropriate up to suspension or expulsion. This may include suspension of student privileges and/or mandated counseling and educational requirements. With exception of cases where the outcome is expulsion (see Section P below), the determination of the vice president for student development is final with no further right of appeal.

M. Conduct Levels

Students who violate the University of Mary Community Standards for Students are assigned to one of four student conduct level when students violate a particular standard. To access additional information on each conduct level, see the chart below. The conduct officers 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 to a conduct level, additional violations are cumulative and result in the student progressing to a higher conduct level. Students who fail to comply with prescribed sanctions in the time period required risk 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 Student Conduct System is designed to allow students who learn from their experiences an opportunity to reduce their student conduct level. Students who satisfactorily comply with sanctions and remain free from further violations for stipulated periods of time may petition to have their conduct status lowered by one level. Additional time free of violations as stipulated will make the student eligible to pursue additional petitions to have his or her conduct level lowered one level per each petition.
### University of Mary Conduct Levels

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>Good standing (minor violation(s)) where the student may or may not be sanctioned and has been advised to take corrective action</th>
</tr>
</thead>
</table>
|          | • is found responsible for a policy violation identified to be a Level 1 violation  
• is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 1 status is the appropriate student conduct level  
A student may accumulate up to two Level 1 violations and still remain at Level 1. However, a third Level 1 violation will result in an automatic advancement to Level 2.  
Sanctions appropriate for Level 1 include (but are not limited to): warnings, monetary fines, restitution, mediation, community building activities with those negatively affected by the violation, counseling, volunteer service, and/or educational projects.  
Students who fail to complete sanctions required as a result of a Level 1 violation within the prescribed time period will automatically progress to Level 2 and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.  
Students at Level 1 who satisfactorily complete all required sanctions and who remain free from any further violations of the Community Standards for six weeks (not including semester break, spring break, summer term, summer, or any other time the student is not enrolled in a class) may petition the Student Development Council to have their Level 1 status eliminated using the official petition form available at the Student Development Office. |

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>Good standing (violation(s) with sanctions and a mandate to take corrective action)</th>
</tr>
</thead>
</table>
|          | • is found responsible for a policy violation identified to be a Level 2 violation  
• is found responsible for a violation identified to be a Level 1 violation when extenuating circumstances involved warrant a higher level  
• is found responsible for misconduct by the Conduct Grievance Board, and that body determines a Level 2 status is the appropriate student conduct level  
• is found responsible for additional policy violations while at Level 1 that warrant advancement to Level 2  
• is assigned to Level 1 but fails to comply with required sanctions at that level by the stipulated deadlines  
Sanctions appropriate for Level 2 include (but are not limited to): automatic parental/guardian notification of alcohol or drug law violations as permitted under FERPA, notification to the student’s advisor, coach, and/or other faculty and staff who serve in an advisory capacity for the student; monetary fines; restitution, community building with those negatively affected by the violation, counseling, volunteer service, behavioral contracts and/or loss of privileges for a period of 1 to 4 weeks. Loss of privileges at Level 2 can include any of the following: loss of the right to participate in student-sponsored activities, student activities and/or use campus facilities.  
Students who fail to complete sanctions required as a result of a Level 2 violation within the prescribed time period will automatically progress to Level 3, and they will be subject to those additional sanctions for failure to comply by the stated deadline indicated at the time of sanctioning.  
Students at Level 2 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for 12 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled) are accountable to the university and the University of Mary community for their behavior and are subject to student conduct action up to expulsion as is deemed appropriate to the circumstances (Level 1-4). |
in a class) may petition the Student Development Council to have their conduct status reduced to Level 1 using the official petition form available at the Student Development Office.

**LEVEL 3**

<table>
<thead>
<tr>
<th>Good standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(more significant violation(s) with sanctions and a mandate to take corrective action and a warning about the risk of losing his/her good standing with future violations)</td>
</tr>
</tbody>
</table>

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

Sanctions appropriate for Level 3 include (but are not limited to):
- automatic parental/guardian notification for alcohol or controlled substance violations as permitted by FERPA;
- notification of the student’s advisor, and/or other faculty and staff who serve in an advisory capacity for the student; monetary fines; restitution; counseling; behavioral contracts; community building; re-assignment from campus residence facilities and/or loss of privileges for a period of 1 to 8 weeks (not including semester break, spring break, summer term, summer, or any other time the student is not enrolled). Loss of privileges at Level 3 can include loss of the right to participate in student sponsored activities, intramurals, and/or use of campus facilities. Students who fail to complete sanctions required as a result of a Level 3 violation within the prescribed time period will automatically progress to Level 4, and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 3 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for Students for 18 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled) may petition the Student Development Council to have their conduct status reduced to Level 2 using the official petition form available at the Student Development Office.

**LEVEL 4**

<table>
<thead>
<tr>
<th>Probation</th>
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</thead>
<tbody>
<tr>
<td>(suspension of privileges until corrective action is completed and warning of the risk of the student facing possible suspension or expulsion)</td>
</tr>
</tbody>
</table>

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

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

Other sanctions which apply to students at Level 4 include (but are not limited to):
- automatic parental/guardian notification for alcohol and drug violations as permitted by FERPA;
- notification of the student’s advisor, coach, or other faculty and staff who serve in an advisory capacity for the student; restitution for damages; monetary fines; loss of eligibility to live in student housing; and loss of any
other student privileges for up to 32 weeks (not including semester breaks, spring break, or any other time school is not in session or any period when the student is not enrolled in a class). Students who fail to complete sanctions required as a result of a Level 4 violation within the prescribed time period as well as those at Level 4 with additional conduct violations will have a hearing with the vice president for student development to evaluate the student’s enrollment status as described in Section L below.

Students at Level 4 who successfully complete their sanctions and remain free of any further violations of the Community Standards for 32 weeks may petition the Student Development Council to have their student conduct level reduced to Level 3 using the official petition form available at the Student Development Office.

N. Sanctions

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

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

1. Withdrawal of Student Privileges – including but not limited to eligibility to represent the university, to participate in extracurricular activities, participate in clubs and organizations, receive awards or honors, use facilities, etc.

2. Restoration/Restitution – if a student has caused damage or loss, she/he may likely 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 extra-curricular activities or to participate or attend certain events or functions
   - Suspension of one’s eligibility to live on campus

8. Expulsion – is a permanent loss of eligibility to enroll as a student at the university with loss of all associated privileges.

O. Emergency Suspension

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

In such cases, the vice president for student development has the authority to immediately suspend the student. The extent of the suspension will reflect the gravity of the circumstances and may include any of the following: eligibility to participate in extra-curricular activities; eligibility to live in or be present in on campus student residences; eligibility to participate in specific university events or activities; eligibility to use certain university facilities; eligibility
to attend specific classes; or full suspension as a student from the university which may include suspension of the student’s eligibility to be present on campus.

All suspensions executed by the vice president for student development will indicate a duration which may be a period of time or may be until a certain condition is satisfied. All students suspended under this policy will have a right to a timely hearing before the vice president for student development following the hearing protocol described in Section “L”. However, the student will be responsible to fully cooperate and comply with all terms of his/her emergency suspension until the hearing is concluded and final determination about the student’s status and any conditions that might apply have been determined.

P. 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.

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 “General University Policies” link on my.umary.edu.

Grievances Involving Sexual Misconduct

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

Grievances Involving Discrimination or Harassment

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

Grievances Involving Hazing

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

Grievances Involving Grades or Other Academic Issues

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

Appeals Regarding Financial Aid

All students have the right to appeal a decision regarding eligibility for financial aid.

The following items need to be included in the appeal:

1. Complete the appeal form available from the Financial Aid Department.
2. It must account for why the student did not meet the reasonable minimum satisfactory progress standards.
3. It must provide an explanation of how the deficiency has been or will be corrected.

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

The director of financial aid will review appeals and adjustments will be made on the basis of circumstances and supporting evidence.

Reinstatement of eligibility of financial aid is not automatic. It is the student’s responsibility to contact the Financial Aid Department to initiate the appeal process.
Grievances Involving Parking and Traffic Citation
The process to appeal a parking or traffic citation issued by the university may be found in the university’s Parking Services and Traffic Safety policy. The policy may be accessed at “General University Policies” link on my.umary.edu.

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

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

Other Student Grievances
Students with any other type of grievance should follow the procedure and use the form provided under the General Student Grievances policy found at the “General University Policies” link on my.umary.edu.
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.umn.edu. Revisions made to a particular general university policy, as well as new ones, may be approved by the university at any point during the course of any given year. In such a case, the university will make an effort to inform the community of the new or revised policy as well as the date it becomes effective. All University of Mary students are responsible to be familiar with and comply with the university's general university policies. Any violation of a general university policy on the part of a student is a violation of the university's community standards for students and the violating student is subject to student conduct action. In some cases, the general university policy itself may provide for a sanctioning process for violators. In all other cases, the director of student life and/or those authorized to act in the capacity of a student conduct officer has the authority to determine student conduct level and other sanctions deemed appropriate. When this edition of the Student Handbook went to print, the following general university policies were posted in electronic form:

- Academic Freedom Statement
- Academic Honor Code and Honor System
- Alcohol Policy
- Alcohol Reimbursement Policy
- Amendments to General University Policies
- Annunciation Monastery Property and Grounds
- Appropriate Relationships
- Campus Security Report
- Communication of Official University Business
- Compensation for Weather-Related Closures
- Conduct Grievance Board and Procedure
- Conduct Grievance Procedure Complaint Form
- Copyright Infringement Policy
- Data Protection Privacy Notice
- Data Protection Consent Procedure
- Data Subject Consent Form
- Data Subject Consent Withdrawal Form
- Data Subject Parental Consent Form on Behalf of a Child
- Data Subject Parental Withdrawal Form
- Disability Related Accommodations for Visitors
- Discrimination and Harassment Policy
- Drug Free Schools Policy
- Drug Free Workplace
- Excessive Absence Policy
- Events Policy
- Fair Treatment Policy Employees
- Fundraising
- General Grievance Policy for Students
- Gift Certificate and Gift Card Policy
- Governance and Organizational Structure
- Hazing
- Hiring for Mission
- Hiring for Mission: Adjunct & Part-time Teaching Faculty
- Identity Theft Red Flag Policy
- Inclement Weather Policy
- Infant Friendly Resources Policy
- Information Technology Acceptable Use Policy
- Information Technology Asset Management Policy for Equipment and Software
- Information Technology Security Incident Response Policy
- Institutional Review Board – Human and Animal Research
- Liturgy and Prayer
- Marketing and Advertisement Policy
- Mobile Cell Phone Reimbursement Policy
- Non-Discrimination Statement
- Parking Services and Traffic Safety
- Plans for Success
- Policy Enforcement
- Policy on Excused Absences for Co-Curricular/Extra-Curricular Participation
- Posting Policy
- Retaliation
- Rome Program Cancellation Policy
- Safe Driver Policy
- Sexual Misconduct Policy
- Service and Assistance Animals Policy
- Social Media Policy
- Social Media Policy and Guidelines for Student Athletes
- Student Health Clinic
- Student Records
- Title IX Policy
- Tobacco Policy
- Weapons Policy
- Wedding Policy
- Whistleblower Policy
Behavioral Intervention Team

At times, for a variety of reasons, a student may experience difficulty managing day-to-day stresses and challenges and 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 responsible 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 appropriate 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 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 Services

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

University Ministry

The Saint John Paul II Center for University Ministry serves the spiritual needs of the entire University of Mary community.

It offers a broad range of programs designed to promote and vibrant spiritual life and a university-wide climate of discernment, engagement, and evangelization.

Liturgical celebrations anchor the life of learning in prayer and worship of Jesus Christ. Educational events advance the dialogue between faith and reason. Faith formation opportunities foster habits of lifelong discipleship. Social justice projects put faith into action, nourishing a culture of servant leadership.

Grounded in the Christian, Catholic, and Benedictine values of the University of Mary, University Ministry strive to honor Christ, to share the riches of the Catholic tradition, to cultivate robust ecumenical and interfaith cooperation, and to nurture the spiritual and moral development of every member of the university community.

Career Services

Beginning with students who are in the process of discerning their vocations and choosing a major, Career Services provides a 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 offer assistance for students considering a change of major, a second major, or a minor. Students are encouraged to take advantage of opportunities to prepare for career success by developing leadership skills through service to others and by gaining career relevant experience through part-time employment and internship opportunities.

To help students compete in today’s highly competitive job market, students may access assistance to prepare résumés and application materials and coaching is available on effective interview skills.

Programs and services are offered in a variety of formats including individual career counseling and consultation with a licensed counselor, workshops, presentations to classes and groups, computerized programs, and a self-help career resource center.
Career Services is located on the main floor of Welder Library inside the library. Services offered:

• Individual career counseling: 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.

• FOCUS 2 – Career planning system: Career Testing and Assessments (Interests, Personality, Values, & Skills)- Career Services utilizes a web based career planning system called FOCUS 2. This system allows students to take assessments and learn more about themselves while finding out about occupations which closely match their personal characteristics. Different occupations can be researched and even compared side by side. Portfolios can be developed for students on occupations and careers of interest.

• Fairs: Career, internship, majors and community: Many different fairs are offered throughout the year for students. The majors fair assists students with learning about the various majors on campus and helping them discern their career path. Job and internship fairs are held in the fall and spring and bring employers to campus to recruit students seeking employment.

• Career mentor and job shadowing contacts: Career Services facilitates connections between University of Mary alumni and other professionals within the community who are willing to meet with students to provide information and job shadow experiences and serve as mentors.

• Career resource room/library: offers a wide variety of resources (books, brochures, articles, handouts, websites, blogs, and social media) with information about graduate and professional schools, majors and associated requirements and career paths, occupational data with detailed information about thousands of jobs including employment outlook, salaries, and required qualifications).

• Class presentations and workshops: Career Services collaborates with faculty of all majors to do in-class presentations on a variety of topics including résumé writing, cover letters, effective interviewing, networking, and job search.

• Mock Interviews and interviewing tips: Students may participate in mock interviews to gain experience and gain confidence with the interview process. Many different interviewing handouts are available ranging from proper interview attire, to interview questions, to non-verbal body language.

• Résumé and cover letter writing assistance: As students prepare for internship and job searches, they need to submit their credentials to employers. Handouts and samples are available to help students learn how to write effective résumés and cover letters. Students may also wish to have their job search correspondence critiqued by a trained professional.

• On-campus recruiting and employer information sessions: Students can take advantage of special days when local and regional employers come on campus to speak in classes, set up informational booths, lunch and learn sessions, or actual interviews on campus for internship and full-time positions.

• Marauders Jobs: This online job database allows students to search for on-campus, part-time, internship, and full-time positions with local, regional, and even national employers. Students have the ability to upload a résumé for employers to search. Students can also research employers within the system. There is also a career resource library and career blogs to assist students in their job search.

• CLEP/DSSST testing: Career Services offers two tests for credit programs, CLEP and DSST. Each of these programs students to receive college credit for information they already know over a wide range of subjects. CLEP/DSSST test allow students to proceed faster through their program requirements saving themselves time and money.

• Assistance with applications and personal statements: for graduate and professional school.

• Assistance for Students Considering a Change in Major: Many students will consider changing their major. Career Services provides assistance to help students make good decisions in order to avoid prolonging graduation.

• Special Events: Mock Interview Day, Resumania, Etiquette Dinner, Backpack to Briefcase.

• Salary Surveys: provide new graduates with the most current information on entry level salaries across majors.

**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 At The Cloisters 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 room 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. 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 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 are able to help students with concerns such as those listed below:

- 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
- 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 701-355-7195 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 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 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 computer and a private room available for use.

**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 Coke’s Freestyle dispenser)
- Susanne’s: We proudly brew Caribou Coffee

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 responsible to contact Student Accessibility Services located in the Student Success Center (355-8264).

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 Pinoche and Rummy, as well as a Cribbage board. 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 is 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, and a selection of ready-made sandwiches. The Marauders Cove is open for breakfast and lunch, Monday – Friday.
- Susanne’s – is located inside the Lumen Vitae University Center 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 any 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.

**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 due to the fact that 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 to ensure 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.

**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 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. The clinic is located in the University of Mary Physical Therapy Building at 2600 East Rosser Avenue in Bismarck. 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 355-8053.

**Campus Safety and Security**

Located on the lower level of the Benedictine Center for Servant Leadership, 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 and by enforcement of the university’s policies. The department serves the university community twenty-four hours a day with a variety of services and programs including:

- 24/7 phone response at 355-8000
- Current safety information and advisories at 8000.umary.edu
- Emergency Text Messaging System (UMEMS). For information about how to opt in please go to 8000.umary.edu
- Uniformed security guards who monitor the campus after hours
- Escort service upon request
- Parking permits and enforcement of parking and traffic safety policies at the university
- Educational programs and presentations to classes and groups
- 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 355-8000.

**University of Mary Health Clinic**

To provide University of Mary students with high quality health care services, the university has made arrangements with CHI St. Alexius Health to operate the University of Mary Health Clinic. 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 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 (athletic, employment, travel, etc.) • Sexually transmitted illnesses
- Smoking and tobacco cessation • Stomach problems • Vaccinations - Hepatitis A & B • Human Papilloma Virus (HPV) • Influenza • Measles, Mumps & Rubella (MMR) • Meningitis • Tetanus (Td) • 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 University of Mary Health Clinic also employs a certified medical assistant (CMA-AAMA) who is qualified to offer the following lab work onsite:

- Blood sugar testing
- Influenza
- Mono
- Strep
- 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 University of Mary Health Clinic is able to provide pharmacy services to students at the University of Mary through daily courier service from the main clinic. All prescriptions will be available for pick up at the clinic.

**Clinic Staff:** The University of Mary Health Clinic 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 University of Mary Health Clinic 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 University of Mary Health Clinic for their health care needs. In all cases, consistent with its standard business practices, University of Mary Health Clinic has the right to refuse service to any patient who is abusive or otherwise disrupts the operation of its clinics.
Costs: Patients will be billed for the services received at the University of Mary Health Clinic. If insured, the fees will first be billed to the patient’s insurance carrier and the balance will be billed to the insured. If uninsured, the patient will sign an insurance waiver. Enrolled University of Mary students will receive services regardless of their ability to pay.

Patients who receive services from the clinic are responsible for providing 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, University of Mary Health Clinic 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 or online at my.umary.edu.

Student Success Center

The Student Success Center (SSC) provides a wide range of services to help students be successful. Conveniently located in the lower level of Welder Library, this center prides itself on Benedictine hospitality. Come and visit in person or contact the Student Success Center at 701-355-8124 or success@umary.edu. Hours are Monday through Friday, 8:00 AM to 4:30 PM.

Academic Advising:

All University of Mary students are able to meet with a Student Success Center Academic Advisor. Academic Advising Services can assist students with their transition to college and help develop an educational plan consistent with their personal values, interests, and abilities.

Academic Advising and Planning for:

• All students seeking additional academic information and assistance
• Freshman student advising and academic planning
• Undeclared/deciding student advising
• Bachelor of University Studies student advising
• Students on academic warning or seeking reinstatement

We are Here to Help Students:

• Connect to campus resources
• Choose a major
• Find or change advisor
• Cope with academic stress
• Design class schedules to meet degree requirements
• Register for classes
• Add/drop courses
• Take a leave of absence or withdraw from classes
• Navigate roadblocks to academic success
• Plan to complete degree on time
• Establish personal and academic goals
• Identify academic deadlines and policies

SSC Academic Advisors also serve as the primary academic advisor for all first-year students enrolled in HUM 122 Freshman Seminar. These students are assigned a faculty advisor in their major area of study in the spring of their freshman year but retain their SSC Academic Advisor as an additional level of support throughout their time at Mary.

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/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 event
- Book, merit, and supplemental grant aid
- Preparation for graduation
- Graduate school information
- 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 SSC. Services include but are not limited to:

- 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
- Free access to Read and Write Gold (RWG) literacy software tool for reading, writing, research, and study skill improvement; RWG also has tools built-in to benefit English Language Learners
- 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 is available from the SSC or on the website [www.umary.edu/academic/student-success-center/student-accessibility-services](http://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.

**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 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 in a beautiful facility acclaimed for its architectural design and featuring a spectacular view of the Missouri River Valley. Constructed in 1998, Welder Library is dedicated to the Benedictine Sisters of Annunciation Monastery and bears the name of Sister Thomas Welder, OSB, president emerita of the University of Mary.

Welder Library serves over 70,000 patrons each year, seats 204 students, has 30 computer workstations, approximately 50,000 print volumes, more than 300,000 eBooks, over 3,600 multimedia items, and databases providing access to over 40,000 journals. Library materials are accessible through an online catalog. Welder Library provides interlibrary loan (ILL) access to local, regional, and nationwide library collections.

See the Welder Library webpage at http://www.umary.edu/academics/library/index.php 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 email library@umary.edu.

To use the library catalog and online eResources, go to the Welder Library webpage and click the tab “Catalog, eResources, and Interlibrary Loan (ILL).” That will take you to the Central Dakota Library Network interface. To use the Welder Library online catalog to books and media, enter search terms in the center search box.

The eResources box is located on the left. There are links to Databases, Academic eBooks, and General eBooks. When you click any of these you will be presented with a login screen. Your UMary email account is used to access eResources. Enter your UMary email address and password and click login to access databases and eBooks.

The interlibrary loan link is located on the right. The interlibrary loan service is used to obtain materials that are not available at the Welder Library. Click that link to go to ILLiad to set up an interlibrary loan account. Most materials requested through interlibrary loan are delivered to students digitally. All students should establish an interlibrary loan account.

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.

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.

Student Borrowing Privileges.

- Books and documents: 30 days, 2 renewals of 2 weeks duration
- Periodicals do not circulate
- Reserves (limit of 3): 2 hours, 1 renewal
- Reference materials: No loan
- Newspapers: No loan
- Media: 7 days, 2 renewals
- Access to eResources online

Distance Student Borrowing Privileges.

- Books and documents: 30 days, 2 renewals of 2 weeks duration
• Media: 7 days, 2 renewals
• Access to eResources online

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

Student Involvement Center
The Student Involvement Center is located in the lower level of the Lumen Vitae University Center adjacent to the Starion Living Room. The Center functions as a hub for students to get involved in student organizations and student activity programs. The Center is open 24/7 and provides a welcoming gathering space for students to use for meetings, planning activities, and general comradery.

Student Organizations
The University of Mary is home to over 30 student organizations. The Student Involvement Coordinator serves as a resource for students interested in starting new organizations and for the officers and advisors of all existing organizations. Facilities in the involvement center for the use of all student organizations includes a conference room for meetings, working space for projects, two huddle rooms for meetings, working space for projects and a printing station and storage lockers for each organization.

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. Student Government is a diverse student leader group that is committed to enhancing and fostering the university community. Student Government is advised by the Director of Student Life. 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 Monday-Friday from 8:00 AM-4:30 PM, and/or email studentgov@umary.edu.

Student Activities
The Marauders Activities Committee (MAC) serves as the university’s student activities programming body and all students are eligible to participate. MAC is advised by the Student Involvement Coordinator. MAC meets on a weekly basis and all students are encouraged to attend meetings and/or submit ideas for activities.

MAC sponsors a variety of events throughout the year including dances, movie nights, trivia nights, grocery store bingo, Homecoming and Winter Week activities, contests, and service projects. MAC works closely with student organizations, Residence Life, University Ministry, Student Recreation and Wellness, Athletics, Health PRO, student organizations and other university departments to collaborate in sponsoring events and activities for students.

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

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

for Life.