

Student Handbook

Approved by the President's Council August 13, 2015



UNIVERSITY
of MARY

Message To Students

Dear U-Mary Student:

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

Through my experiences with students, I have learned that listening is perhaps the most important 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 each of you, but I can tell you the University of Mary absolutely believes that each student is being called by God to be a leader. Each student's call to leadership is unique. Most will probably be called to lead as parents. Many will be called to lead in their community by helping someone in need or by addressing some instance of injustice. Perhaps God is already calling you to be a leader in your circle of friends or in the residence hall. How will you prepare yourself to respond to God's call? One of the best ways to develop leadership skills is through service and involvement. There are many opportunities available for U-Mary students to serve and get involved. Here are just a few:

- Join the 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 Student Volunteer Program to learn about where volunteers are needed on campus and in the community whether at a nursing home, school, food pantry, homeless shelter, etc.
- Become a Resident Assistant (RA) or volunteer to help organize activities in your residence hall
- Join the Health PRO Team
- Serve on the Marauders Activities Committee (MAC)
- Volunteer to help plan 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
- Volunteer to serve on the staff of the student newspaper, Summit
- Join at least one student organization and volunteer to run for office or serve on a committee

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

Have a great year!



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

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About the Student Handbook

Description

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

Policies in the Student Handbook have been developed to reflect the university's Christian, Catholic and Benedictine identity and mission. It is fundamental to our 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 in keeping with the Catholic and Benedictine educational philosophy which is about the development of the whole person – mind, body and soul.

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

Other Sources of Official Information for Students

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

1. The University 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 bulletin is the university's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition, fees and financial assistance. Both the undergraduate and graduate bulletins are available online from either the university's web page under "Academics" or at my.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:

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

6. Residence Life Handbook

The Residence Life Handbook contains policies and procedures that apply to all students who participate in the university's residence life program as well as any student who visits residence life facilities. The Handbook is published in electronic form on my.umary.edu.

7. Meal Plan Brochure

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

8. The Campus Security Report

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the University of Mary Safety and Security Department publishes annual campus security reports for the main campus and for each satellite campus. These reports contain important information about safety and security policies and procedures at each campus. Students are responsible for the information contained in these reports. Electronic copies of the reports are available from the university's website and on my.umary.edu. Printed copies are available upon request from the Safety and Security Office (security@umary.edu).

9. The Student Organizations Manual

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

Authority of the President of the University

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

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

Disclaimer

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

In the event of a dispute regarding enforceability of any policy or process contained in this handbook, the laws of the State of North Dakota will apply.

Student Responsibility for the Student Handbook

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

Student Handbook Availability

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

Student Handbook Revisions

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

About the University

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

History

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

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

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

- University Hall, Harold J. Miller Center, Arno Gustin Hall, North Residence (1968)
- McDowell Activity Center (1973, 1987, and 1992)
- Casey Center for Nursing Education (1976)
- Deichert Hall (1977)
- Butler Center for Lifelong Learning (1982)
- Boyle Hall (1989)
- Hillside Hall (1992)
- Clairmont Center for Performing Arts (1992)
- Greg Butler Hall (1996)
- Welder Library (1998)
- Leach Field House (2000)
- Leach Center for Student Life (2000)
- Benedictine Center for Servant Leadership (2000)
- Harold Schafer Leadership Center (2000)
- Boniface Hall (2000)
- University of Mary Fargo Center (2000)
- Richard A. Tschider Center for Health Science (2006)
- Tharaldson School of Business (2008)
- Subiaco and Monte Cassino Apartments (2013)

The university continues to strive for quality in its curricular offerings and student support services. The change from college to university status in 1986 brought the implementation of master's degree programs in nursing, management and education. In addition to those initial programs, master's degrees are offered in occupational therapy and business administration; and a doctorate is offered in physical therapy, nursing, and education. The opening of the Butler Center for Lifelong Learning in Bismarck added a much-needed site for classes and service to the local area. With the launching of the School of Accelerated and Distance Education in 1996, the university opened a center in Fargo, North Dakota, in January 1997, offering undergraduate and graduate programs for the adult learner. Responding to the need for services, the university opened sites across North Dakota and in Montana, Wyoming, Missouri, Arizona, and Kansas. In addition, online programs are available to students around the globe.

Articulating its vision for the future as America's Leadership University in 2001, the University of Mary set new strategic directions in its 2014 "Vision 2030."

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

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

Mission and Identity

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

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

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

We are faithfully Christian.

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

We are joyfully Catholic.

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

We are gratefully Benedictine.

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

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

Approved by the Board of Trustees, 3 December 2010

Benedictine Values

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

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

Servant Leadership at the University of Mary

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

Servant Leadership at the University of Mary is a pattern of living marked by competence in one's chosen profession, courage in making ethical decisions based on Benedictine values, and compassion in serving the needs of others. In a context of relationship to God, to one another, and to self, we believe that leadership is making a difference for good. Rooted in the Gospel and in the founding vision of the Benedictine Sisters to serve spiritual, intellectual, and cultural needs of others, the model for servant leadership is Jesus Himself. At the University of Mary students grow into leadership through service. Learners become leaders in the service of Truth.

— Sister Thomas Welder, O.S.B., 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, it 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.

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.

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

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

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

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

Mission Statement

Christian, Catholic, and Benedictine, the University of Mary exists to serve the *religious*, *academic*, and *cultural* needs of people in this region and beyond.

To serve the *religious* needs

The University of Mary offers:

- Formation in a Christian community
- Experiences that foster religious and humane values, both in and out of the classroom, particularly the six Benedictine values of the University
- Activities that encourage individuals and groups to volunteer service to the community
- Opportunities to build the body of Christ through growth in intellectual, spiritual, and moral understanding

- A setting for collegial exchange and support between the communities of Annunciation Monastery and the University of Mary
- Support to the local Catholic community, in service to the Church
- Ecumenical activity, especially through our Christian Leadership Center.

To serve the *academic* needs

Our second president, Sister Anne Burns, said we would prepare students for the professions with a strong liberal arts base. The University of Mary cultivates intellectual rigor through these core concepts:

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

For a student to acquire proficiency in these competencies, developing as a servant leader and a scholar, continual assessment of learning is promoted in the context of the free exchange of ideas. This exchange supports the University's commitment to develop the whole person. It enables each person, through both curricular and co-curricular opportunities, to explore leadership in the service of Truth in its multiple facets. It recognizes the richness and diversity that come from intellectual inquiry and exploration.

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

- Students from diverse social, economic, cultural, and religious backgrounds
- Students whose background requires more individualized teaching and/or counseling.

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

- Curricular integration of the liberal arts and professional preparation
- Opportunities in service learning on campus, locally, regionally, and globally
- The trimester calendar, which translates into two four-month semesters and a summer semester, providing learning opportunities to meet individual needs, including foreign and domestic travel
- Commitment to graduate studies
- Continuing education through course offerings and lectures for area citizens
- The delivery of academic programs with a focus on distance education, to include off-campus sites and online offerings.

To serve the *cultural* needs

The University of Mary provides:

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

To form *servant* leaders:

- A first year experience founded on the concept of servant leadership
- Mentorships, internships, practicums or meaningful work experiences
- Independent or individualized studies with faculty mentoring and guidance
- Student participation in the University's decision making processes
- Student involvement in professional and service organizations
- Service learning in curricular and co-curricular offerings, to include global perspective
- Exchange among students, faculty, and staff in the social, academic, and spiritual areas of the campus environment
- Involvement in the religious, social, educational, and political communities beyond the campus
- The Emerging Leaders Academy, an honors leadership program that is designed for highly motivated, capable students who are interested in becoming future professional leaders.

Servant Leadership experiences are based on:

- Character building relationships integrated with a solid understanding of what it is to be servant leader with Jesus Christ as model
- The six Benedictine values of the University.

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

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.

Title IX Coordinator
Room 210
Benedictine Center for Servant Leadership
7500 University Drive
Bismarck, ND 58504
(701) 355-8144
titleix@umary.edu

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 non-discrimination 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 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 educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policy.

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 they may wish to file a complaint.

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 gender discrimination of students and employees of educational institutions that receive federal financial assistance. In compliance with Title IX, the University of Mary prohibits gender discrimination in all programs, activities and employment.

• University Title IX Coordinator

The Title IX Coordinator at the University of Mary is Sister Rosemary DeGracia, Director of University Compliance. 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: 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 Dr. Patty Keller, Assistant Athletic Director for Compliance and Senior Women's Athletic Administrator at 701-355-8386 or at paraubekeller@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.

- **Retaliation Prohibited By Title IX**

Title IX protects whistle-blowers from retaliation. The reporting of discrimination is important to Title IX enforcement and would be discouraged if retaliation against those who report it goes unpunished.

- **Title IX Enforcement**

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information can be found at www.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 or sexual harassment, the complaint procedure and complaint form can be found at: https://my.umary.edu/ICS/icsfs/Conduct_Grievance_Procedure_Complaint_Form.pdf?target=9b1c77df-0bb6-4fa8-bce0-2e43773cd24c

If you believe you have been or are the victim of sexual assault, sexual violence or other sexual misconduct, the complaint procedure and complaint form can be found at: https://my.umary.edu/ICS/icsfs/Conduct_Grievance_Procedure_Complaint_Form.pdf?target=9b1c77df-0bb6-4fa8-bce0-2e43773cd24c

- **Contact Information**

Inquiries regarding Title IX may be directed to:

Sister Rosemary DeGracia
Director of University Compliance
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, 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 their 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 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 other words, a strong community begins with good zeal 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.

Benedict also teaches us that a community needs some rules and regulations 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 s/he may have caused by his/her conduct, and to provide the opportunity for the student involved to learn to make better decisions and choices in the future.

There is a section in the Student Handbook that describes the student conduct process. The conduct levels indicated in parenthesis throughout the university's Community Standards are the recommended conduct status levels associated with specific violations. However, the university's conduct officers have the authority to assign a conduct level different from the recommended level based on the circumstances involved.

Standard 1: Students are Accountable to the University and the University of Mary Community 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 well-being 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.

- 1.1 Students who conduct themselves in a manner contrary to Standard 1 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 1-5).

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

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 action as it deems appropriate with regard to any student who fails to report or otherwise withholds information from the university about his/her criminal record as part of the application for admission process. The University of Mary encourages law enforcement agencies with information about criminal conduct on the part of a student to provide such information to the university's director of student life. For purposes of this policy, "legal violation" and "criminal history" include all criminal offenses including all alcohol

and drug violations, as well as any order from a court to avoid contact with another person. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

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

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

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

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

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

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

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

- 2.2 Failure on the part of an enrolled student to promptly, fully and accurately provide information to the director of student life (main campus) or the appropriate conduct officer (satellite campus) as well as those that provide incomplete or false information or those who refuse to provide documents from law enforcement or the courts as requested by the university shall be subject to student conduct action up to suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct level and other sanctions that will apply will be determined by the student conduct officer according to the nature of the legal violation/criminal conduct involved.
- 2.3 Any legal or criminal violation by a student, whether the student is off or on the campus, is a violation of the Community Standards for Students. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations (non-criminal traffic offenses such as parking tickets and speeding violations are not included). Violators are subject to student conduct action at the university. In such cases, the university will conduct its own investigation of the matter and will make a determination in the matter independent of the determination made by criminal justice authorities. This is the case even if legal or criminal charges are reduced or dismissed by authorities. The student conduct level as well as the sanctions that will apply will be determined according to the nature of the legal violation/criminal conduct involved.

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

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

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

- 2.5 A student cited or charged with a criminal offense shall be subject to the university's emergency suspension policy until such time as the university makes a final determination in the matter. In such a case, the university reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination.

Standard 3: Students are Responsible to Comply with 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. Student 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 an Mcard (Mcards are available through the Student Development Office) and carry it on their person at all times while on University of Mary property or at University of Mary sponsored activities. In the event an 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 an Mcard. The replacement fee applies regardless of whether the card was lost or stolen. Upon withdrawal or termination; students are responsible to return the Mcard to the Student Development Office.

- 3.1 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).
- 3.2 Individuals who refuse to identify themselves or present false identification will be reported to law enforcement authorities. If the individual is later determined to be a student, that student is subject to student conduct action (Level 4).
- 3.3 Students are prohibited from altering or tampering with Mcards in any way and/or manufacturing false Mcards (Level 4).
- 3.4 Students are prohibited from allowing another person to use his/her Mcard for any purpose (Level 3).

- 3.5 Students are prohibited from being in possession of another person's Mcard and/or using another person's Mcard for any reason (Level 4).

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

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

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

Standard 5: Students are Responsible for Guests

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

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

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

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

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

Standard 7: Students are Responsible to Cooperate with University Officials

Students are responsible to cooperate with university officials, 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.

- 7.1 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).
- 7.2 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).

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

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.umary.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. The official copy shall have precedence in the event of discrepancies between the official copy and the copy published in the Student Handbook.

University of Mary Alcohol Policy

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 have a substance abuse problem to seek assistance through campus resources such as Counseling Services in the Student Success Center. The university may refer students with problems beyond its means to outside rehabilitative or counseling services. Employees with substance abuse problems are encouraged to access appropriate treatment through the medical insurance provided by the university.

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:
 - o Students 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.
 - o Standard 8 of the university's Student Handbook details expectations and sanctions in this regard.

- Residential facilities reserved for third year students and above:
 - o 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.
 - o 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.
 - o Standard 8 of the university's Student Handbook details expectations and sanctions in this regard.
 - Staff and faculty residents:
 - o 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.
 - o 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 non-alcoholic 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.
 - o Wine is permitted for liturgical use and will be securely stored by Campus Ministry.
 - o 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.
 - o 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.
- o Student organization, clubs, and teams are prohibited from serving alcohol at events or activities even at off-campus locations.
 - o 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, consuming alcoholic beverages while under the age of 21 will be assumed to have violated state law and thus the alcohol policy of the university. In addition, any indication of use of false identification to purchase such will be thoroughly investigated and responded to accordingly. Response to off-campus conduct may bring with it involvement from law enforcement officials.
 - Standard 8 of the university's Student Handbook details expectations and sanctions in this regard.
- Approved**
 President's Council (April 1, 2013)
 University Senate (April 17, 2013)
 Board of Trustees (May 3, 2013)
- Additional University Expectations for Students Regarding Alcohol**
 As stated in the University of Mary Alcohol Policy, Community Standard 8 of the Student Handbook provides additional information about the University's expectations for students regarding alcohol as well as information about sanctions for students who violate the university's alcohol policies.
- 8.1 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.

8.2 Intoxication – Intoxication is a form of alcohol abuse and is of great concern to the University because of its potential to harm spiritually, emotionally and physically. Therefore, University of Mary students, including those who are 21 or older, are prohibited from being intoxicated on University of Mary property and/or at any University of Mary sponsored event. Guests of University of Mary students who are intoxicated on University of Mary property or at a University of Mary sponsored event will be required to leave. This includes areas on campus where alcohol is a regulated privilege. See Standard 8.4 for sanctions associated with a violation of this policy.

8.3 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.

8.4 Sanctions that apply for students found responsible for violating Standards 8.1-8.3

- Students found to be 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 will be required to complete an alcohol education program within a specified time limit and be required to perform community service as determined by the student conduct officer. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to require additional sanctions if circumstances warrant. Additional sanctions may include but are not limited to counseling or a mandatory evaluation by a licensed addiction counselor who must be

approved by the University of Mary student counselor. In the case of a mandated evaluation, the student will be required to provide written proof from the licensed addiction counselor to the director of student life that all recommendations made in the evaluation have been completed. Fees for all mandated evaluations, educational programs and/or counseling are the responsibility of the student.

- Students found responsible for a second or third violation of Standards 8.1, 8.2 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 who must be one who is on an approved list maintained by the University of Mary student counselor. The student will be required to provide written proof from the licensed addiction counselor to the conduct officer that all recommendations made in the evaluation have been completed. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.
- Students responsible for four or more violations of Standards 8.1, 8.2 or 8.3 are subject to a Level 4 conduct status and mandatory counseling or treatment as determined by the University of Mary student counselor in consultation with a licensed addiction counselor of the university's choosing. All fees associated with any mandatory counseling or treatment shall be the responsibility of the student. The student is also subject to either suspension or expulsion. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.

8.5 Being in the Presence of Alcohol – University of Mary students, including those of legal age, are prohibited from being in the presence of alcohol on university property and/or at University of Mary sponsored events for students. Guests of University of Mary students who are in the presence of alcohol on University of Mary property or at a university sponsored event will be required to leave.

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 where the student is of legal age and 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.

- 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)
- 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).

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 wellbeing of those involved and a serious matter for the entire university community.

- ***Statement of Policy***

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.

- ***Sanctions for Violating the Binge Drinking Policy***

Students who binge drink shall be responsible to undergo a mandatory evaluation by a

licensed addiction counselor who is pre-approved by the University of Mary student counselor and the student will be required to complete all recommendations resulting from the evaluation. The student will be required to arrange for the licensed addiction abuse counselor to provide the conduct officer with a copy of the evaluation and recommendations as well as verification that all recommendations made in the evaluation have been completed (as applicable). All costs associated with the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The student's parents or legal guardians may be notified of the violation (consistent with the regulations stipulated in the Family Educational Rights and Privacy Act [FERPA]). The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant (Level 3).

8.9 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 University of Mary Student Life Department.
- 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, funnels) kegs, beer/party balls, excessive quantities of alcohol, litter and garbage and hosting parties without the appropriate permit and any other form of irresponsible behavior are all grounds for suspension or loss of the household's privilege as well as other sanctions (to include expulsion from The Cloisters). Students with questions about what

is permissible should contact the Residence Director in advance to avoid any confusion.

- ***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 program, 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 who must be approved by the University of Mary student counselor. In the case of a mandated evaluation, the student will be required to provide written proof from the licensed addiction counselor to the 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).

Standard 9: Students are Responsible to Comply with all Laws and University of Mary Policies Pertaining to Illegal Drugs, Controlled Substances 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 assistance through campus resources such as Counseling Services in the Student Success Center. The university may refer students with problems beyond its means to outside rehabilitative or counseling services. Employees with substance abuse problems are encouraged to access appropriate treatment through the medical insurance provided by the university.

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.

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

- 9.1 Students are prohibited from 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 s/he may face additional sanctions up to suspension or expulsion.
- 9.2 Students are prohibited from using or being under the influence of any 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 s/he may face additional sanctions up to suspension or expulsion.
- 9.3 Students are prohibited from being in the presence of any illegal substance. Being in the presence of an illegal substance includes being present while other individuals are using illegal drugs or substances and/or being present when another

person has illegal drugs or substances in his or her possession (Level 3). Students who violate this policy are subject to a Level 3 Student Conduct Status as well as any other sanctions deemed appropriate by the student conduct officer.

- 9.4 Students are prohibited from manufacturing, selling or otherwise distributing any illegal drug, substance or paraphernalia. Students who violate this policy are subject to immediate suspension or expulsion according to the university's emergency suspension policy.

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

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

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

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

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

- 11.1 Students responsible for using, possessing or storing any type of flammable or hazardous

material as prohibited by this policy are subject to student conduct action (Level 4).

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

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

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

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

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

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

entire first and second academic year. The University of Mary policy is as follows:

Any student under the age of 21, who on the day classes begin has not completed a minimum of 60 credits from an accredited college or university, is required to live on-campus for the entire semester. Any exception to this policy must be approved in advance by the vice president for student development. Approval is normally limited only to the following circumstances:

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

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

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

The student who receives approval to live off-campus as a first-year student must renew his/her approval for the sophomore year by submitting a new request. The renewal must be completed prior to the time the student

registers for his/her sophomore classes. If renewal is not complete, the student will be subject to a hold that will prevent the student from being able to register for classes.

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

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

13.2 Any student who obtains approval from the univer-

sity to live off-campus under false pretenses and/or whose living arrangements are discovered to be other than those approved by the university shall be subject to the following sanctions and penalties:

- a) The student's approval to live off campus shall be immediately rescinded and the student shall be immediately suspended from the university until such time as the student comes into full compliance with the university's policy.
- b) The student shall be ineligible to submit any further requests for approval to live off campus.
- c) The student shall be 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).
- d) The violation shall be a minimum Level 4 violation and the student shall be ineligible to participate in extra-curricular activities for a minimum of six weeks.

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

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

virtues and the Benedictine values are encouraged through activities and policies.

Residence Life policies and procedures are presented in the Residence Life Handbook (ResLife Handbook), a companion publication to the Student Handbook. The policies contained in the ResLife Handbook apply to all university-owned and controlled student housing and are applicable to residents as well as to all students who visit or who are otherwise present in a residence life facility. Policies contained in the other sections of the Community Standards for Students also apply to all residents and visitors.

The standards below should be understood within the context of the corresponding policies and procedures described in the ResLife Handbook

- 14.1 Any student who is unwilling to welcome a new student to fill a vacancy in a student residence is subject to any or all of the following: a) suspension from the Residence Life Program; b) mandatory relocation to another on-campus student residence of the university's choosing; c) being assessed the full amount of the residence life fees for that room or suite based on the university's official occupancy designation (e.g. if the room is designated as a double occupancy room, the student will be assessed the full cost of two students living in a double occupancy room, not the single occupancy room rate) and d) student conduct action (Level 4).
- 14.2 Any violation of the Residence Life Agreement by the student is considered a violation of the University of Mary Community Standards for Students. Violators are subject to student conduct action. The conduct level is determined by the director of student life as is appropriate to the circumstances.
- 14.3 Students who do not follow proper check-in procedures as described in the Residence Life Agreement are subject to an improper check-in fee of \$50.
- 14.4 Students who do not follow proper check out procedures as described in the Residence Life Agreement are subject to an improper checkout fee of \$50.
- 14.5 Students who fail to turn in university keys issued to them at the time of check out are subject to a \$25 key replacement fee for each key not returned. In addition, if the university determines it is necessary because of security concerns to change locks as the result of missing keys, the student shall be responsible for all associated costs.
- 14.6 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.
- 14.7 Students who permit persons not authorized by the university to stay in a student residence are subject to a fine in the amount of \$250 plus a daily Residence Life Fee in the amount of \$40/day for each day accommodations were provided, along with student conduct action (Level 4).
- 14.8 Any student removing university furniture or fixtures without the authorization of the director or assistant director of student life is responsible for damages and replacement costs as well as student conduct action (Level 3).
- 14.9 Any student who damages university property or fixtures shall be responsible for damages and replacement costs and be subject to student conduct action (Level 3).
- 14.10 Students who are not residents of an on-campus residence that use the laundry facilities in violation of this policy are subject to student conduct action (Level 2).
- 14.11 Residents who do not clean public areas after use are subject to student conduct action (Level 1).
- 14.12 Residents who do not dispose of garbage properly will be assessed a fee of \$20. The fee will increase by \$20 for each subsequent offence and student conduct action (Level 1).
- 14.13 Students who prop open a door to a residence hall, or prevent it from closing and/or locking, are subject to student conduct action (Level 2).
- 14.14 Residents are prohibited from allowing any individual who is unknown to them to enter a residence facility (Level 2).
- 14.15 In the event where local, state or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is the policy of the university to not interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.
- 14.16 In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy, an administrative search of the student's on-campus residence, property in the residence and all other property of the student found on campus may be authorized by the vice president for student development, vice president for financial affairs, director of student life, assistant director of student life, residence director, 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.

- 14.17 In the case where a violation of university policy has occurred in plain view or is known to a university official or a member of the residence life staff, the university official or residence life staff member is authorized to immediately enter the student residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the persons responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door; instances where inappropriate behavior is observed through a window and when noise is heard from a residence indicating that inappropriate activity is occurring in the residence.
- 14.18 In the case where a student has been found to be responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs, the student conduct officer may authorize future unannounced searches of the student's on-campus residence, locker, vehicle or personal property. The search process shall otherwise be identical to that described in Standard 14.16.
- 14.19 Students who violate open house hours (both the host and the guest) are subject to student conduct action, as follows:
- a) If the violation is less than 30 minutes from the beginning or the end of visitation of the open house hours both the host and guest(s) will be cited with a minor violation of open house hours (Level 1).
 - b) If the violation is 30 minutes or more from the beginning or the end of open house hours, both the host and the guest will be cited with a major violation of open house hours (Level 2).
- 14.20 Students who fail to register overnight guests in advance with the residence director are subject to student conduct action (Level 1) for a first offense followed by a monetary fine in the amount of \$50 for each successive violation and further student conduct action that will increase one level for each successive violation.
- 14.21 In addition to the penalties described in Standard 14.19, a student who has an unregistered, overnight guest of the opposite sex is subject to 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).
- 14.22 (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 assessed directly to the student's university account.

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

The Benedictine Sisters who founded and continue to sponsor the University of Mary have worked diligently to create a beautiful living and learning environment at the university for students. Their efforts have included great attention to the striking natural beauty of the university's location overlooking the Missouri River Valley. The first buildings were designed by world famous architect Marcel Breuer and there has been an effort to keep all subsequent construction in harmony

with the Breuer design. As the campus continues to grow, the university's benefactors continue to respond with great generosity to enable the university to meet the needs of students to be able to enjoy modern facilities, equipment and furnishings. In response to the diligent work of the Sisters and in gratitude for the generosity of the university's benefactors students are responsible to be good stewards of all university property and facilities.

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

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

- 15.1 Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to student conduct action (Level 2).
- 15.2 Students who damage, misuse or otherwise do not leave university equipment and facilities in good clean condition after use out of respect for others shall be responsible for costs required to clean, repair or replace the equipment or facility and shall be subject to student conduct action (Level 2).
- 15.3 Students who willfully cause damage to university property or the private property of others are subject to student conduct action and are responsible for all costs associated with repair and/or replacement (Level 3-4).
- 15.4 Students are prohibited from tampering with or interfering with the normal operation of phone, cable and/or computer service in any manner and from interfering with the billing processes associated with these services. Students who obtain unauthorized services, or who interfere with billing processes shall be subject to criminal investigation by law enforcement authorities, as well as, to student conduct action at the university (Level 3).

Students who are issued university keys or other security control devices as well as those provided with information to access secure facilities or equipment are

responsible to the community to at all times safeguard the integrity of the key or security control system. Lost keys or security systems that have been compromised should be promptly reported to the appropriate university official.

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

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

It is the responsibility of all students to act as good stewards of the university's name and reputation at all athletic competitions, whether at home or away, and

at all other events. This includes the responsibility to support our student athletes and other students participating in 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.

- 16.1 Students are prohibited from engaging in any type of taunting, verbal harassment and/or using profane or obscene expressions at athletic events directed against officials, coaches, student athletes, fans and/or security personnel at University of Mary athletic events (this policy applies at all competitions and events whether at home or away). Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events (Level 3).
- 16.2 Students are prohibited from displaying profane, obscene, and/or offensive epithets or graphic messages on any article of clothing or on any sign, or other item at any University of Mary athletic competition or any other university sponsored event. This includes the prohibition against wearing or displaying so called "underground" t-shirts or signs. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events (Level 4).
- 16.3 Students are prohibited from designing, selling, promoting, distributing or participating in any plan to design or sell, promote or distribute any underground item (such as t-shirts or other articles of clothing or signs) to other students or fans containing messages or graphic representations that are obscene, degrading or inconsistent with the values of the university. Violators are subject to immediate ejection from the event and student conduct action that may include loss of eligibility to attend university events, suspension or expulsion from the university (Level 4).
- 16.4 Students are prohibited from selling, promoting or distributing any article used to support the University of Mary or make reference to any of its athletic opponents without prior written approval of the athletic director. Violators are subject to immediate ejection from the event and student

conduct action that may include loss of eligibility to attend university events. (Level 3).

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

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

- 17.1 Students who organize, sponsor and/or invite other students to participate in non-sanctioned activities that encourage or promote illegal activity such as under-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).
- 17.2 Students who participate in non-sanctioned activities as described above are subject to student conduct action (Level 4).

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

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

- 18.1 Students who engage in illegal gambling of any kind are subject to student conduct action. Appropriate sanctions may include a requirement for the student who has engaged in gambling to undergo an evaluation for problem gambling to be conducted by a licensed and qualified mental health professional at the student's expense. Such a requirement includes the responsibility on the part of the student to comply with all recommendations resulting from such evaluation providing appropriate release of information to allow the university to provide appropriate information in advance of the evaluation and also to permit the mental health professional to provide the university with information to verify compliance (Level 3).

Standard 19: Students are Responsible to Respect All Persons

Respect is one of the University of Mary's core Benedictine values. The value of respect affirms the belief that each human being is gifted by God with great dignity and worth as a unique creation of God, fashioned in God's own image and loved by God. To value respect requires us to steadfastly refuse to accept any philosophy that permits one human being to treat another as lacking in dignity or as an object to

be mistreated, used, exploited, abused or manipulated for another's own selfish ends. Instead, St. Benedict tells us to welcome the other as Christ. At a university that values respect, students are responsible to treat all others with respect and dignity using respectful language.

- 19.1 Students who are disrespectful of the dignity of others through mistreatment, or behavior that is exploitive or manipulative, or one who uses abusive language directed against another person is subject to student conduct action (Level 1-4).

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

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

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

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

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

- 20.1 Students who take what does not belong to them violate the law and the Community Standards for Students at the University of Mary. The university reserves the right to report all such instances to law enforcement authorities for possible prosecution and those responsible are subject to student conduct action up to expulsion (Level 1-4).
- 20.2 Students who damage the property of others by accident and fail to take appropriate responsibility for their actions are responsible to compensate the owner for all damages and are subject to student conduct action (Level 3-4).
- 20.3 Students who vandalize the property of others cause injury to the sense of security of individuals and of the community. Vandalism will not be tolerated at the University of Mary. Violators are responsible to pay for the damage they cause and are subject to a mandatory

evaluation to be conducted at their own expense by a licensed psychiatrist or psychologist. The student shall also be responsible to comply with any recommendations resulting from such an evaluation and will be required to provide for the appropriate release of information. The student will need to provide a copy of the evaluation and recommendations to the university's student conduct officials (Level 3-4).

Standard 21: Students are Responsible to Refrain from Violent Behavior

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

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

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

In addition, the University of Mary's policy is that any student who has been ordered by a court to avoid contact with any other member of the university community may be held subject to the university's emergency suspension policy for as long as the court order is in effect. Students who want to know more about this policy may contact the director of student life.

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

Students who violate this policy may be required to undergo an evaluation by a qualified mental health professional who must be approved in advance by

the University of Mary student counselor. In such case, the student shall be responsible to complete all recommendations resulting from the evaluation. S/he shall also be responsible to provide the appropriate release of information to enable the evaluator to furnish the university's conduct officer(s) with a copy of the evaluation, recommendations and documentation of compliance. Fees for the evaluation and any subsequent educational programs and/or counseling are the responsibility of the student. The conduct officer has the discretion to impose additional sanctions and requirements as circumstances warrant.

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

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

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

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

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

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

this case, the conduct officer shall determine a conduct level appropriate to the violation.

- 23.2 In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of university policy or regulations a search of the student's locker, vehicle, or personal property may be authorized by the vice president for student development, vice president for financial affairs, vice president for academic affairs, athletic director, director of student life, assistant director of student life, residence director or director of physical plant. In the event a search is authorized, at least two university officials (one of whom may be a resident assistant) shall be present during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are contrary to university policy or that are evidence of policy violations. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.
- 23.3 In the case where a student has been found responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs as a part of the sanctioning process, the conduct officer may authorize future unannounced searches of the student's locker, vehicle or personal property. The search process shall otherwise be identical to that described in Standard 23.2.

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

General University Policies

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

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

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

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

- **Academic Honor Code and Honor System** – The University of Mary Honor Code sets forth the university’s expectations for students for academic honesty and integrity. It includes an oath and it describes how violations of the code are to be investigated and it sets forth the consequences that violators will experience.
- **Acceptable Use Policies for Information Technology at the University of Mary** – These policies define appropriate use of technology at the university. Included is information about appropriate use of email, the university’s internet and Wi-Fi services, university computers and computer labs, downloads of information, etc.
- **Alcohol Policy** – The University of Mary Alcohol Policy sets forth the University of Mary’s expectations and regulations pertaining to the possession, and use of alcohol at the university and at university sponsored events.
- **Amendments to General University Policies** – This section describes the process students, faculty and staff should follow if they want to pursue a revision to a specific general university policy.
- **Annunciation Monastery Property and Grounds** – This section describes the Monastery’s property and grounds and includes information about occasions when members of the university community are invited to the Monastery.
- **Appropriate Relationships** – The policy contains information about appropriate relationships and relationships to avoid between faculty, staff and students.
- **Campus Security Report** – This report describes the university’s security procedures and policies. It includes information in compliance with the Clery Act about crime statistics at the university.
- **Communication of Official University Business** – This policy designates the University of Mary email system as a means for the university, faculty and staff to communicate official information to students. The policy indicates students are responsible to monitor their University of Mary email account and are responsible for any information sent to them by this means.
- **Conduct Grievance Board and Procedure** – This section describes the University of Mary’s process for students, faculty and staff to report discrimination, harassment, sexual misconduct, hazing or retaliation. It also describes how the university will investigate and respond to all such reports it receives.
- **Conduct Grievance Procedure Complaint Form** – This is the form to use to report misconduct described in the previous section.
- **Copyright Infringement Policy** – This policy is in compliance with Federal law. It describes what is legal and illegal in terms of copying and/or downloading copyrighted material including printed information and information in electronic form. It includes information about illegal downloads of music and video.
- **Disability Related Accommodations for Visitors** – This policy provides information for campus visitors about how to make arrangements in advance of their visit for accommodations needed because of a disability.
- **Discrimination and Harassment Policy** – This policy prohibits discrimination or harassment of any kind at the university.
- **Drug Free Schools Policy** – This policy is mandated by Federal law. It describes the University of Mary’s policy to prevent substance abuse and includes information about help that is available for students who experience difficulties with substance abuse.

- **Drug Free Workplace** – This policy is mandated by Federal law. It describes the University of Mary’s policy to prevent substance abuse in the workplace and includes information about help that is available for employees who experience difficulties with substance abuse.
- **Fundraising** – This policy describes what is permissible and what is not with regard to fundraising activities at the university. All students, faculty and staff must obtain advance approval in order to engage in any form of fundraising at the university or on behalf of the university.
- **General Grievance Policy for Students** – This policy outlines the process students should use to pursue a grievance against a member of the faculty, staff or administration of the university. Note: this process does not apply to academic grievances such as an appeal of a grade. In that case, the student should use the process outlined in his/her course syllabus.
- **Hazing** – This is the university’s policy which prohibits students, faculty and staff from engaging in any form of hazing. Hazing is illegal and prohibited by the NCAA.
- **Identity Theft Red Flag Policy** – This is a federally mandated policy that describes the university’s policies for preventing identity theft and safeguarding personal information.
- **Inclement Weather Policy** – This section describes the University of Mary’s procedure for closing the university because of inclement weather.
- **Institutional Review Board** – This policy provides students, faculty and staff with information about the university’s process to receive approval for research projects at the university. The policy is designed to ensure that all research at the university is consistent with the university’s mission and conducted according to accepted ethical standards.
- **Liturgy and Prayer** – This section describes the central role of liturgy and prayer in the spiritual life of the University of Mary.
- **Marketing and Advertisement Policy** – This policy describes what is acceptable and not acceptable with regard to advertising and marketing products and events at the university.
- **Non-Discrimination Statement** – This is the University of Mary’s official non-discrimination statement.
- **Parking Services and Traffic Safety** – This section describes the university’s parking and traffic safety policies.
- **Policy Enforcement** – This section describes how policies are enforced at the university.
- **Posting Policy** – This policy describes what is acceptable and not acceptable with regard to posting flyers and other notices at the university.
- **Retaliation** – This policy prohibits students, faculty and staff from taking any action against another person who reports misconduct to university officials or law enforcement authorities.
- **Sexual Misconduct Policy** – This policy defines and prohibits any form of sexual misconduct at the University of Mary.
- **Student Health Clinic** – This section indicates that students have priority to receive services at the Student Health Clinic. Faculty and staff may receive services with the understanding that students will be given priority for appointment times.
- **Student Records** – This policy describes the university’s procedures for protecting the privacy of student records as well the procedures for students to access their records as required by the Family Educational Records and Privacy Act (FERPA).
- **Tobacco Free Policy** – This is the university’s newly approved tobacco free policy which prohibits smoking as well as use of smokeless tobacco on university property.
- **Weapons Policy** – This policy prohibits the possession of weapons, ammunition, explosive devices, and fireworks on university property, including the residence halls and in vehicles on university property.
- **Whistleblower Policy** – The University of Mary Whistleblower Policy provides protection from retaliation for members of the community who report fraudulent or dishonest conduct at the university.

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

University of Mary Behavioral Concerns Policy

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

1. Harm self or others and/or to be in some significant danger or causing others to be exposed to significant danger.
2. Experience difficulty functioning in the university environment and/or the behavior in question interferes with the rights or legitimate activities of others and/or damages or is potentially damaging to property or facilities.
3. Function safely and care for self after a medical leave (voluntary or involuntary), after suspension from the university or after hospitalization or evaluation for risk to self or others.

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

Assessment and Care Team (ACT)

Members of ACT include:

- The director of the student success center (chair)
- The director or assistant director of student life
- A representative from the Athletic Department
- A member of the teaching faculty organization with expertise in behavior concerns
- The director of campus safety and security
- One other member of the staff.

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

How to Report a Concern About Student Behavior

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

If the situation is an emergency – the report should be made to emergency authorities by immediately calling 911. After the 911 call has been made, the situation should also be reported to the University of Mary Critical Incident Response Team (CIRT) by calling the University of Mary Campus Safety and Security Office at 355-8000. Emergencies include any situation where the danger is immediate (is already happening) or imminent (could happen at any moment).

If the situation is not an emergency – the report should be made to the Director of the Student Success Center, located on the lower level of the Welder Library (355-8208). All reports submitted will be reviewed by ACT to determine the most appropriate response.

How ACT Will Respond to a Reported Concern

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

- If it appears that the danger is immediate or imminent, ACT may contact emergency officials, parents or other family members (as allowed by FERPA) to locate the student and ensure the safety of all involved.
- The student who is evidencing the behavior(s) of concern may be invited to join in a voluntary process to assess the student's situation and to work with ACT to resolve the concerns that have been reported.
- ACT may contact others who have relevant information including family, friends, roommates, residence life staff, faculty, staff or anyone else who may be able to help ACT understand the student's situation.
- In order to assess the degree of risk posed by the student, ACT may ask (or in some cases mandate) the student to be evaluated by a qualified professional with a specific type of expertise. The information provided from the evaluation will be used to help determine the most appropriate plan to resolve any concerns about the student's behavior. Students are responsible for any fees which may be required as part of a voluntary or mandatory evaluation.
- In the event there is legitimate reason to believe the student must be monitored in order to protect safety, the university reserves the right

to ask the student to take a voluntary temporary leave of absence from the residence halls and/or from the university until such time as the student can provide documentation from a qualified health care provider that s/he can safely return without the need to be monitored by the university. In such a case the student may be released from the university to family or another responsible party or s/he may be hospitalized for observation/evaluation. In such a situation, if the student is not willing or is incapable of taking a voluntary leave the university reserves the right to mandate such a leave by means of its emergency suspension policy.

Outcomes

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

- A voluntary plan for the student to complete designed to address concerns about the student's conduct. The plan may include voluntary evaluation by a qualified health-care provider, medical treatment, counseling/therapy and/or some other relevant form of education or support.
- The student may elect to take a medical withdrawal from the university (subject to approval by the vice president for academic affairs). In such a case ACT may require the student to provide an evaluation of the student's current level of functioning in order to return to the university.
- The student may elect to voluntarily withdraw from the university, the residence halls or from any extra-curricular activity. In such a case, ACT may require the student to provide an evaluation of the student's current level of functioning in order to return to the university, to the residence halls or to extra-curricular participation.
- In cases where a danger is believed to exist to the student or to others, ACT may temporarily suspend the student from the university, the residence halls and/or from other programs and services until such time as the student is able to provide evidence that s/he is able to function safely at the university. Such evidence is in the form of an evaluation of the student's current level of functioning completed by a qualified medical or mental health professional.
- In the event the student refuses or is not able to voluntarily cooperate with the efforts of ACT, ACT has the authority to impose any sanction deemed appropriate to the situation in the interests of protecting the safety of the student and/or the community.

Appeal Process

A student may appeal a determination made by ACT. The request must be in writing and must be received by the vice president for student development within 5 business days after the ACT decision is delivered to the student's University of Mary official e-mail account. Any decision made by the ACT will remain in effect until the process has been completed. The vice president for student development will make a decision regarding the appeal as soon as possible and will notify the student of his/her determination via an e-mail sent to the student's University of Mary e-mail account. The decision of the vice president for student development is the university's final level of appeal in all matters before ACT.

Records and Privacy

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

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

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

In addition to emergency authorities, the University of Mary Critical Incident Response Team (CIRT) should be activated in any situation where there is an immediate and serious danger. This is done by calling the Campus Safety and Security Department at 355-8000. The role of CIRT is crisis response and management. CIRT works together with emergency officials until the danger has been resolved.

In contrast, ACT is designed to work with students in a deliberate process of assessment that requires time. Professionals with expertise in fields such as human behavior, mental health, and medicine (to name a few) may be enlisted to assist with the process. The goal of the ACT assessment is to determine what type of intervention

or support services are needed to proactively prevent a student's situation from escalating out of control or into a crisis and/or to enable the student to function safely and successfully at the university.

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

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

ACT's Relationship with the Student Conduct System

It is possible that a student's behavior may be the subject of simultaneous interest from both ACT and the Student Conduct System. In such a case, the priority should be for ACT to evaluate the level of risk posed by the student and take action deemed appropriate to the situation. Unless there is a specific rationale jointly determined by the director of student life and ACT to do otherwise, student conduct action should proceed only as it is deemed appropriate.

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

Student Conduct Process

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

(Rule of Benedict Prol 45-47)

A. The Student Conduct Philosophy at the University of Mary

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

The university’s approach to student conduct is designed to be sensitive to the developmental context of the student experience with emphasis on the opportunities for teaching and learning that are an inherent part of the process. When a student falls short in his/her responsibility to comply with university policies or otherwise behaves in a manner that is 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 the student’s behavior.

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

It is important for students to be aware of the differences between legal statutes and the courts on one hand, and the University of Mary Community

Standards for Students and the Student Conduct Process on the other.

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

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

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

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

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

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 on-line), who by the act of enrollment are responsible to be familiar with its content and abide by its policies, regulations and processes.

D. Presidential Authority in Regard to Student Conduct

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

E. Student Eligibility to Participate in Extra-Curricular Activities

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

1. The individual must be enrolled as a student at the University of Mary (part or full-time).
2. The student must be current with his/her student account and must have paid the appropriate student activity fee for the semester in question as certified by student accounts.
3. The student must be in good standing with the university with regard to student conduct. Good standing is defined as having a student conduct status at Level 3 or below. As indicated in the student handbook under the student conduct system, a student at Level 4 may have his/her eligibility reinstated one time at the discretion of the director of student life, based on satisfactory progress towards completing all required conduct sanctions.
4. In addition to the criteria listed here, the student must also meet any additional eligibility requirements criteria required by the specific

extra-curricular program in which they wish to participate.

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

F. Student Conduct Records

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

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

G. 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 our responsibility. For instance, fear of student conduct action may be a source of temptation that might prevent a student from seeking help from university staff or security personnel when alcohol or other substances are involved. In order to ensure that the safety and well-being of our students is the priority, the University of Mary has adopted the following medical amnesty policies:

- **The Good Samaritan Medical Amnesty Policy** – 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 and/or educational program as determined by

the student counselor. The purpose of the evaluation/education program 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/educational 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, or under the influence of alcohol or drugs, or 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 the student 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 all members of the faculty, staff and administration as well as security officers, law enforcement officials, public officials, guests or visitors to the university or any other individual with direct knowledge of misconduct on the part of a University of Mary student has the right to report such behavior as follows:

1. **Violations of the University of Mary Sexual Misconduct Policy, Discrimination and Harassment Policy, Hazing Policy, and/or**

Retaliation Policy – Individuals who have direct knowledge of a University of Mary student violating any of the above policies should file a report using the Conduct Grievance Procedure found under the “General Policies” link on the main page of my.umary.edu. Individuals who have questions about the process should contact the director of student life, the director of human resources or the assistant vice president for academic affairs for assistance in making a report.

2. **Illegal Behavior** – The University of Mary encourages individuals with knowledge of illegal behavior on the part of a University of Mary student to report such behavior to the appropriate law enforcement officials. Members of the University of Mary administration, faculty or staff are prohibited as employees of the university from discouraging anyone from reporting illegal behavior to law enforcement officials and they are responsible to cooperate with official investigation. In addition to reporting illegal behavior to law enforcement officials, individuals with direct knowledge of illegal behavior on the part of a University of Mary student are also encouraged to report such behavior to the director of student life (in the case where the illegal behavior in question is a form of Sexual Misconduct, Discrimination, Harassment, Hazing or Retaliation, the reporting process described in number 1 above, should be used).
3. **Violations of the University of Mary Community Standards for Students and All Other Violations of University of Mary Policy** – Individuals who have direct knowledge of any type of policy violations on the part of a University of Mary student, other than those cases described in numbers 1 and 2 above, should report the violation to the 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 confi-

dential to the extent possible. In addition, the person who reports misconduct may request that s/he not be required to appear to provide information to those investigating the matter when the accused is present.

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 may be made one of two determinations will be made:

1. If the investigation concludes 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 s/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 also 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 do so by signing a form that states the student's 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 s/he has a right to a hearing without prejudice before the Community Standards Committee. S/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 Community Standards Committee is chaired by the assistant director of student life, who shall be a non-voting member of the committee (if the assistant director of student life position is vacant, the director of student life shall appoint another member of the staff to serve as

interim chair). 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:

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

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

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

monitor the attendance of committee members and when appropriate, excuse members unable to attend. All excused and unexcused absences of committee members will be recorded in the minutes. Unexcused absences of committee members shall be addressed by the chair in the following manner: the first unexcused absence will result in a private reminder from the chair; a second unexcused absence shall result in a written warning from the committee chair that an additional unexcused absence shall result in dismissal; and finally, a third unexcused absence shall result in immediate dismissal from the committee.

2. The Protocol for Hearings Before the Community Standards Committee

- a. The chair of the committee coordinates the hearing schedule with the Student Development Office.
- b. A quorum of two plus the chair is necessary for the committee to conduct a hearing.
- c. A committee member with any conflicts of interest in relation to a case before the committee is ethically bound to disqualify himself or herself from hearing the case. Should multiple members of the committee disqualify themselves to the extent that a quorum is impossible, the case shall be referred to the Student Development Council.
- d. All hearings of the committee shall be conducted in private and are closed to the press. All committee members are bound by the requirements of the Family Educational Records and Privacy Act (FERPA) and will be required to sign a confidentiality agreement that prohibits them from disclosing confidential student records or the proceedings of the hearing to anyone as stipulated by FERPA. The agreement also includes the provision that committee members are prohibited from discussing the proceedings with any member of the press, including the University of Mary student press.
- e. Only members of the committee, the director of student life and/or his/her designee, the accused student(s), the complainant(s), witnesses, and the student's support person may attend a committee hearing. In some cases when complainants and or witnesses have been offered confidentiality by the director of student life, the committee is obligated to restrict the appearance of those in attendance to separate times.
- f. The chair shall record the minutes of all committee meetings and hearings. Proceedings of the hearing may be audio recorded by the chair with the exception of the committee's private deliberations. Committee members are not allowed to remove any of the records of the hearing from the room. At the conclusion of the hearing, the chair will attach a copy of the minutes to the evidence presented in the hearing and a copy of the committee's determination 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 are not eligible to serve as the student's support person. If a student is unable to find a person to serve in the support person role, the director of student life will appoint a member of the faculty/staff to serve. The support person is prohibited from addressing the committee or participating in the hearing. His/her role is to provide a supportive presence for the student during the hearing.
- h. If the accused student fails to attend 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 as a group.
- j. The student conduct officer(s) who investigated the case shall present the findings of the university's investigation of the matter in question to the committee. The university's evidence shall be provided in the form of a written summary outlining the charges and evidence

gathered in the investigation. The conduct officer will also include a summary describing the conduct status of the accused including any previous written warnings and previous actions of the Community Standards Committee against the student and any other prior violations of university policy. The director of student life or his/her designee shall be allowed a specific amount of time (normally not more than 5-10 minutes) to verbally summarize the information presented.

- k. Similarly, the student charged with a violation shall present his or her evidence refuting the allegations in the form of a written summary. The accused student shall be afforded the same time period provided to the student conduct 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 a witness that witness will be dismissed from the room. Neither party will be permitted to cross-examine the testimony of any witness. Unless there are questions from the committee for a particular witness, the witness will not be called upon to testify.
- m. Once the committee has reviewed the materials presented and questioned witnesses (if this option is exercised), committee members may question either the accused or the conduct officer(s).
- n. All procedural questions are subject to the final decision of the chair.
- o. When the committee has completed its

questions of the participants in the hearing, the participants are excused to allow the committee opportunity to deliberate in closed session. The committee is charged with the responsibility to determine whether or not the individual is responsible for a violation of the University of Mary Community Standards for Students and if so, to determine what sanctions will apply. The committee has three options: 1) to dismiss all charges against the accused; 2) to concur with the finding of the conduct officer; or 3) to determine 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 with the exception of those cases resulting in expulsion where a final appeal may be made to the executive

vice president of the university. Appeals must be made in writing and received in the executive vice president's office within five business days.

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 s/he may make his/her case as to why s/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, s/he must advise the Student Development Office 24 hours in advance of the identity and nature of the relationship of the person who will be present. The support person may be present 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 prog-

ress 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 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 s/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 are responsible for violating the University of Mary Community Standards for Students are assigned to one of five student conduct levels. In the section of the Student Handbook where Community Standards for Students are described, each description includes a recommended minimum conduct level to apply when students violate that particular standard. However, conduct officers have the authority to determine a higher level if it is deemed more appropriate to the circumstances involved in a particular situation. If the Student Handbook does not indicate a recommended minimum for a particular standard or offense, the conduct officer has the authority to determine one.

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. A description of the status associated with each of the conduct levels is provided here:

- **No Level** = Excellent standing (no violations) or all requirements to have excellent status reinstated have been satisfied)
- **Level 1** = Good standing (minor violation(s)) where the student may or may not be sanctioned and has been advised to take corrective action)
- **Level 2** = Good standing (violation(s) with sanctions and a mandate to take corrective action)
- **Level 3** = Good standing (more significant

violation(s)) with sanctions and a mandate to take corrective action and a warning about the risk of the student losing his/her good standing with future violations)

- **Level 4** = Probation (suspension of privileges until corrective action is completed and warning of the risk of facing possible suspension or expulsion)

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

The four levels are as follows:

Level 1

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

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

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

Sanctions appropriate for Level 1 include (but are not limited to): warnings, monetary fines, restitution, mediation, community building activities with those negatively affected by the violation, counseling, volunteer service and/or educational projects. Students who fail to complete sanctions required as a result of a Level 1 violation within the prescribed time period will automatically progress to Level 2 and they will be subject to those additional conditions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 1 who satisfactorily complete all required sanctions and who remain free from any further violations of the Community Standards for six weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled in a class) may petition the Student Development Council to have their Level 1 status eliminated using the official petition form available at the Student Development Office.

Level 2

A Level 2 status is assigned to a student when

the student:

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

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

Students who fail to complete sanctions required as a result of a Level 2 violation within the prescribed time period will automatically progress to Level 3, and they will be subject to those additional sanctions for failure to comply by the stated deadline indicated at the time of sanctioning.

Students at Level 2 who successfully complete all required sanctions and remain free from any further violations of the Community Standards for 12 weeks (not including semester break, spring break, Summer Term, summer or any other time the student is not enrolled in a class) may petition the Student Development Council to have their conduct status reduced to Level 1 using the official petition form available at the Student Development Office.

Level 3

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

- is found responsible for a policy violation identified to be Level 3 violation
- is found responsible for a violation identified to be a Level 1 or Level 2 violation when extenuating circumstances involved warrant a Level 3
- is found responsible for misconduct by the

Conduct Grievance Board, and that body determines a Level 3 status is the appropriate student conduct level

- is found responsible for additional policy violations while at Level 2 that warrant advancement to Level 3
- is assigned to Level 2 but fails to comply with required sanctions at that level by the stipulated deadlines

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

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

Level 4

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

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

- is assigned to Level 3 but fails to comply with required sanctions at that level by the stipulated deadlines

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

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, s/he may likely be required to be responsible for all costs and/or s/he may be required to take actions intended to repair and heal relationships and good will in the community.
3. **Sanctioned Service** – a student may be required to serve others or serve the community as a learning experience or as a means to restore good will.
4. **Educational Sanctions** – a student may be required to complete various learning activities, such as researching a topic, writing a reflective essay on a topic or completing a specified training program (e.g. an anger management course).
5. **Mandated Evaluations/Counseling** – a student may be required to submit himself/herself for an evaluation by a licensed addiction counselor, psychologist, psychiatrist counselor etc. at his/her own expense. Normally the student is also required to complete all recommendations that result from such an evaluation. Students may also be referred to pastoral counseling.
6. **Monetary Fines** – There are instances when a student may be assessed a monetary fine. 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 s/he completes an anger management course. Suspension may take any of the following forms:
 - Suspension of eligibility to enroll as a student with loss of all associated student privileges
 - Suspension of eligibility to participate in extra-curricular activities or to participate or attend certain events or functions
 - Suspension of one's eligibility to live on campus
8. **Expulsion** – is a permanent loss of eligibility to enroll as a student at the university with loss of all associated privileges.

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 informa-

tion 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 has been determined. Emergency suspensions made by the vice president for student development may be appealed to the executive vice president. All appeals must be in writing and received by the executive vice president within 5 business days from the time of the suspension. The suspension should remain in effect until the appeal is approved.

P. Final Appeal in Cases of Expulsion

When, as the result of student conduct action, a student is notified that s/he has been expelled from the university by anyone other than the president, a final appeal may be made to the 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 found by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Sexual Misconduct

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

Grievances Involving Discrimination or Harassment

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

Grievances Involving Hazing

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

Grievances Involving Grades or Other Academic Issues

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

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

If the appeal is granted, financial 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 located by clicking on the "General University Policies" link on my.umary.edu.

Grievances Involving Student Conduct Cases

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

Appeals Regarding Student Conduct Cases

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

Other Student Grievances

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

Student Services

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

University Ministry

University Ministry serves the spiritual needs of the entire University of Mary community. It offers a broad range of programs designed to promote a vibrant spiritual life and a University-wide climate of discernment and engagement. Grounded in Christian, Catholic, and Benedictine values, University Ministry strives to honor Christ, to share the riches of the Catholic tradition, to cultivate healthy interfaith cooperation, and to foster the spiritual and moral development of every member of the University community.

Reverent and joyous liturgy is the heartbeat of spiritual life at the University of Mary. Mass is celebrated daily in at least one of the beautiful chapels on campus: Our Lady of the Annunciation Chapel, Our Lady of the Word Chapel, and Benet Chapel. Reconciliation (Confession), Adoration, and special devotional services are scheduled weekly, and students have many opportunities to participate in the Benedictine rhythm of prayer and work. Other venues for worship include weekly Chapel of the Word ecumenical services, contemporary praise nights and student-led residence hall retreats.

University Ministry's educational programs advance the dialogue between faith and reason. Weekly speakers, including local clergy and lay leaders, engage students in lively discussions on pressing moral issues and perennial problems in philosophy, theology, and apologetics. Nationally known guest speakers address timely topics of faith and serve as keynote speakers for one of the University's signature events: the annual Prayer Day.

Social projects put faith into action, nourishing a culture of servant leadership. Catholic social teaching on justice and the dignity of the person shapes every aspect of the work of University Ministry. Each year faculty, staff, and students participate in the national March for Life, out-of-state and international mission trips, off-campus retreats for high school students, and short-term service projects. University Ministry also sponsors a wide variety of social activities including dinners, dances, game nights, and riverboat rides.

Faith-based student organizations play a major role in the culture of the University of Mary. University Ministry enjoys a special relationship with student groups such as Collegians for Life, the Fellowship of Christian Athletes (FCA), University Christian Fellowship (UCF), Knights of Virtue (for men), and Vera Forma (for women). University Ministry also hosts young adult missionaries from the Fellowship of Catholic University Students (FOCUS). The University of Mary FOCUS team organizes large group outreach events and weekly Bible studies and offers

individualized mentoring with student leaders.

A spirit of interfaith respect characterizes everything University Ministry does at Mary. Ecumenical services highlight the importance of the quest for Christian unity, and interreligious programs stimulate mutually enriching dialogue among students of different backgrounds. University Ministry frequently co-sponsors events with the University's Christian Leadership Center. Students of all faith traditions are welcome to participate in the full spectrum of University Ministry events.

The University Ministry leadership team includes the Director, the Assistant Director, Chaplains, and student peer-ministers working in the areas of liturgy, music ministry, faith development, community life, and Christian outreach. The University Ministry Center is located in the Benedictine Center for Servant Leadership. Students seeking any level of pastoral counseling and spiritual direction, or simply more information about opportunities for involvement and service, are encouraged to contact the University Ministry Center: (701) 355-8102.

Career Services

Beginning with students who are in the process of discerning their vocation 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.

There is assistance for students considering a change of major, a second major or a minor. Students are encouraged 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 resumes 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.

- **Career Spots Videos:** career, internship and job search short tutorial videos
- **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. Graduate school fairs are held on campus to allow students to explore graduate and professional programs both at the University of Mary and other institutions across the region. 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 students in connecting with 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 resume writing, cover letters, effective interviewing, networking, and job search. Learn about the latest trends, styles, and tips that will help your transition to the world of work go smoother.
- **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.
- **Resume 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 resumes 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 will 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 on-line job database allows students to search for work-study, part-time, internship, and full time positions with local, regional, and even national employers. Students have the ability to upload a resume 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/DSST testing:** Career Services offers two test for credit programs, CLEP and DSST. Each of these programs enable students to receive college credit for information they already know over a wide range of subjects. CLEP/DSST 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

Chesterton's is a unique, member-only, 24/7 community center for students, faculty and staff to enjoy. It features a cozy fireplace lounge furnished with tables, a game room with booth seating complete with a pool table, an arcade machine, a wide flat-screen TV to enjoy sporting events and other TV programs, a quiet study room with study tables and printers and a deck with expansive bird's eye view of Bismarck – Mandan. The facility is open 24 hours a day (except during special events and Concession Nights which are described below) for members to access using their Mcards. Free coffee and popcorn and snacks are available for members to enjoy on the premises. There is also a small conference room available for meetings and groups located on the lower level of Chesterton's.

Thursday, Friday and Saturday nights during the academic year (as well as select nights during the summer) are "Concession Nights" at Chesterton's. During Concession Nights, access to Chesterton's is restricted to those Chesterton's members who are 21 or older. Student members must also have completed an alcohol education class sponsored by the University in order to be eligible to participate in Concession Nights. During Concession Nights, eligible members may enjoy two complimentary glasses of beer or wine (or one of each). In addition, there is a delicious menu

featuring pizza, nachos, Sloppy Joes and soup available for purchase. The purpose of Concession Nights 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 responsible consumption is practiced and modeled.

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

- In response to student requests, all residents of Boyle, Deichert, Monte Cassino and Subiaco are members of Chesterton's by virtue of their residency in these student housing facilities that lack community space for students to socialize. Therefore all residents of these facilities are automatically assessed a Chesterton's Membership fee.
- All students who purchase an Anytime Platinum Meal Plan receive a complimentary membership in Chesterton's (including students who are residents of Boyle, Deichert, Monte Cassino and Subiaco).
- All off-campus students as well as those who live in other residence halls who elect to pay the Chesterton's membership fee.

Chick's Place

Chick's Place is named for Charles "Chick" Swenson, who donated the original tract of land for Annunciation Monastery. Chick's Place, located in the Leach Center for Student Life, includes a TV lounge, study tables and pool, ping-pong and air hockey tables.

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

Counseling Services provides free and confidential counseling to University of Mary students for a variety of concerns including adjustment issues, relationship concerns, roommate conflicts, family issues, difficulties with motivation, depressed mood, anxiety, body image, weight control, and issues relating to eating behaviors. The student counselor maintains a close working relationship with a variety of community counselors and service providers and is thus able to assist students with referrals to community clinics and agencies. Students interested in this service may stop by the Student Development Office or may call 355-8145 to make an appointment.

Dining Services

In 2013-2014, the University of Mary became one of a handful of colleges and universities to offer students 24/7 Anytime dining. Under the plan, students who select one of four Anytime Plans, there is no limit to the number of times students can enter the dining centers each day and the University Dining Center is open to serve students 24/7 when classes are in session. This makes the University Dining Center 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.

The goal of Dining Services is to provide University of Mary students with a great dining experience twenty-four hours a day, complete with a wide variety of nutritious and delicious choices intended to expose students to different cultures and foods. A dietician is on staff and available to assist students who want to learn more about nutrition as well as those who have special dietary needs. Students who require accommodations in dining beyond those routinely provided by the staff are responsible to contact Student Accessibility Services located in the Student Success Center (355-8078). Information about student meal plan options is available in the Student Development Office located in the Benedictine Center for Servant Leadership. All residents of Boniface, Boniface West, Saint Scholastica, Saint Joseph, Greg Butler, Hillside and North Halls are required to purchase a meal plan from among a list of three (Orange, Blue or Platinum) Anytime Meal Plan options listed in the meal plan brochure. Students living off-campus as well as those who live in residence halls other than those previously listed may elect to purchase a meal plan from a list that includes options designed to meet the needs of commuter students and residents who live in apartment communities.

Dining Services operates the following venues:

- **University Dining Center (UDC)** – The UDC, located in University Hall, is open twenty-four hours a day/ seven days a week (except breaks and holidays). It features a wide variety of fresh, all-you-care-to-eat options along with flat screen TV's, free printing, Wi-Fi and late night study spaces for individuals or groups of students. Menu choices are offered through several food stations including a deli, a soup/salad/fresh fruit bar, dessert bar, a grill, a home-cooking station and a made-to-order station. There are vegan, vegetarian and gluten-free options, a Starbuck's self-service espresso machine and eco-friendly take-out options.
- **Benedictine Dining Center (BDC)** – The BDC is a cozy dining room with Wi-Fi located in the Benedictine Center and complete with a fireplace and courtyard view. The menu features home-style hot entrees, salad bar, deli choices, hot soup, fresh fruit, dessert, and a variety of beverages including Caribou coffee. The BDC is open for breakfast and lunch, Monday – Friday.

- **MC²** – Located in the lobby of the Tharaldson School of Business, MC² is an espresso-style coffee shop featuring Caribou Coffee, teas, blended drinks, tasty baked treats and a selection of ready-made sandwiches. With a great view of the Missouri River, the Tharaldson lobby is a great place to take a break with Wi-Fi, TV, comfortable couches and easy chairs and tables for studying.

Emerging Leaders Academy

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

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

Mail Services

Mail Services is conveniently located on the lower level of the Harold Miller Science Center, near Marauder Cove and the U-Mary Bookstore. Hours are Monday – Friday from 8 AM to 4:30 PM. 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.)
2. All mail that is delivered to the university mail room by 8 AM will be processed and delivered that same day. All mail that is delivered to the mail room after 8 AM will be processed and delivered the following day.
3. Outgoing mail will be picked up Monday – Friday at the following locations:
 - University Hall & Science Building: Picked up when mail is delivered in the morning.
 - Hillside & Greg Butler Residence Halls: Picked up when mail is delivered in the morning.
 - Deichert & Boyle Halls: Picked up when mail is delivered in the morning.
 - Benedictine Center: Picked up at 1:15 PM.

ATTENTION: These drop boxes are for STAMPED mail only.
4. Package notification: You will receive an email message via your University of Mary email account when a package arrives. In order for staff to verify delivery to the right person, you must present

some form of identification and your email notice. Package pickup hours are as follows:

Monday – Friday: 8 AM to 12 NOON
12:45 PM to 4:30 PM

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

Marauder Cove

Marauder Cove, located on the lower level of University Hall across from the bookstore, is a student lounge complete with a bank of computers, Wi-Fi, TV’s, comfortable couches and easy chairs and study tables. It is a great place to study, socialize or rest between classes.

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 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 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.

Student Health Clinic

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

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

- Allergies
- Anxiety and stress
- Asthma
- Bladder problems
- Depressed mood
- Diabetes
- Ear, nose and throat problems
- Eating disorders
- Headaches
- Muscle or joint problems
- Physical exams (athletic, employment, travel. etc.)
- Sexually transmitted illnesses

- Smoking and tobacco cessation
- Stomach problems
- Vaccinations
 - Hepatitis A & B
 - Human Papilloma Virus (HPV)
 - Influenza
 - Measles, Mumps & Rubella (MMR)
 - Meningitis
 - Tetanus (Tdap)
 - Tuberculosis screening
- Wellness Education (alcohol education, diet and nutrition, fitness, sleep)
- Women's health concerns (pap smears; pelvic exams; pregnancy testing and counseling)

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

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

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

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

Clinic Staff: The Student Health Clinic is staffed by Mid Dakota Clinic employees including a certified family nurse practitioner (FNP-C) who is qualified to provide office medical services including the ability to diagnosis and treat common acute and chronic illness and conditions and the ability to prescribe medication. Also on staff is a certified medical assistant.

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

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

Costs: Patients will be billed for the services received

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

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

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

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

Student Success Center

The Student Success Center (SSC) is a one-stop center offering students a comprehensive array of resources and support services. It is the place for students to go with any question or any request for assistance. To learn more about SSC services, students are invited to visit the SSC located on the lower level of Welder Library, or they may call 701-355-8124 or email at success@umary.edu. The hours of operation are Monday through Friday, 8 AM to 4:30 PM. Services include:

- **New Student Orientation** – The Student Success Center provides leadership to plan and coordinate the University of Mary's new student orientation program, held every August and January prior to the start of classes. Welcome Week is designed to help new students feel welcome and make a successful adjustment to the university. The schedule of events includes a variety of activities designed to help new students meet faculty, staff and other students. The orientation program provides new students with a wealth of information about services, activities and policies. All new first-year and transfer students are expected to participate.
- **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, labs and seating
 - Electronic textbooks and handouts

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

Consistent with legal statutes, students who request accommodations may be asked to provide appropriate documentation of their disability or diagnosis as well as verification of functional limitations related to the accommodation(s) requested. All documentation must be current and it 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.

- **Advising** – All University of Mary students are eligible to meet with a SSC advisor. Our advisors work closely with other faculty, staff, coaches, and administrators to help students find answers to questions, solve problems and provide assistance and support for students experiencing difficulties. When our advisors don't know the answer they will help students find someone who does. Some of the services that advisors provide include:
 - Academic coaching and goal setting
 - Assistance understanding Core Curriculum requirements
 - Assistance learning about majors and career fields
 - Assistance changing majors
 - Assistance with the add/drop/withdrawal process
 - Assistance with registration
 - Understanding financial assistance
 - Bachelor of University Studies and Bachelor of Liberal Arts advising and graduation audits

SSC advisors also serve as the primary academic advisor for all first-year and new transfer students who do not participate in the Emerging Leaders Academy until such time as they are assigned an advisor in their major area of study. They also serve as the primary advisor for returning students who have not decided on a major or who have not yet been assigned an advisor in their field of study. SSC

advisors also work with students on probation.

- **Student Support Services/TRIO** – Student Support Services/TRIO is a program funded by the US Department of Education. The SSS/TRIO program is designed to provide an array of services promoting graduation from college for US citizens who are low income; and/or whose parents did not complete a bachelor level degree, and/or who are qualified under the American with Disabilities Act. Students interested in applying for the Student Support Services/TRIO program must demonstrate a need for academic assistance. Services offered through the program include:

- Freshman Orientation Course
 - Mentoring
 - Workshops
 - Academic Assistance
 - Class Schedule
 - Plan of Study
 - Financial Aid Information
 - Financial Literacy
 - Scholarship Preparation
 - Letters of Recommendation
 - Referral Services
 - Campus
 - Community
 - Mid-term Evaluations
 - Newsletters
 - Preparation for Graduation
 - Graduate School
 - Resume Writing
 - Book Grants
 - Merit Grants
 - TRIO Grant
- **Tutoring Services** – The SSC offers students support through a variety of tutoring services, including walk-in, face-to-face and online through Smarthinking. Walk-in and face-to-face 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 an on-line tutoring service staffed by professional tutors, most of whom have a master's degree in the subject matter and an average of nine years of teaching experience. General courses have tutors available 24/7.

The SSC staff also assists students in their development by offering classes or workshops in the following areas:

- Study Habits & Techniques
- Note-Taking Skills
- Effective use of Textbooks

- Test Preparation and Test-Taking Strategies
- Time Management and Organization
- Motivation to Study

Peer Tutoring Services seeks to provide tutoring assistance for University of Mary students with academic need. Tutoring services are free to enrolled U-Mary students. Students are encouraged to contact the tutoring coordinator in the Student Success Center to be connected with the resources they need to be successful.

Student Volunteer Program

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

University Bookstore

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

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

Welder Library

Welder Library is located in the center of campus in a beautiful facility acclaimed for its architectural design and featuring a spectacular view of the Missouri River Valley. Library hours are posted on the library's web page which is accessible from the university's website. University of Mary students, faculty and staff, as well as any person having a library card from a member of the Central Dakota Library Network, are allowed to check out materials. Books and media loan for four-weeks. Periodicals, reference materials, reserve materials, and equipment must be used in house.

Patrons have access to over 50,000 print and media titles, an ebook collection of 125,000 volumes and more than 50 databases with 37,800 full-text titles. Free electronic interlibrary loan provides access to materials not available at Welder Library.

Writing Center

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

Student Organizations

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

Students interested in starting a new organization at the university should contact the Student Involvement Coordinator at studentorgs@umary.edu for information about the process.

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

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

Collegians for Life

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

Advisor:

Dr. Chris Collins, 355-8006, ccollins@umary.edu

Environmental Coalition of Students (ECOS)

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

Advisor:

Dr. Krystyna Gorzelska, 355-8066, kgorzels@umary.edu

Fellowship of Christian Athletes (FCA)

Fellowship of Christian Athletes stresses commitment and accountability in Christian discipleship and servant leadership. Students gather to reflect on scripture and relevant issues facing college students. The student-led organization invites all students — athletes as well as non-athletes — to share in fellowship and fun. FCA is open to and warmly welcomes students of all denominations.

Advisor:

Pastor Kerry Bender, 355-8374, klbender@umary.edu

Knights of Virtue

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

Advisors:

Jerome Richter, 355-8072, jjrichter@umary.edu

Michael McMahan, 355-8336, msmcmahan@umary.edu

Marauders on Business (MOB)

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

Advisor:

Dr. Karel Sovak, 355-8042, ksovak@umary.edu

Math/Science Association (MSA)

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

Advisors:

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

Dr. Michelle Lett, 355-8120, mslett@umary.edu

Music Student Organization

The University of Mary Music Student Organization provides students the opportunity to be involved in a campus music organization with ties to state and national organizations. Music majors, minors and students in campus ensembles are eligible for membership. In addition to service projects and social events, members organize trips to participate in state, regional and national conferences; assist the faculty in development of student policies and assist with music festivals, tours, recitals, music scholarship days, honor days and open houses.

Advisor:

Dr. Lucas Bernier, 355-8167, ljbernier@umary.edu

Nursing Students Association (NSA)

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

Advisors:

Mary Beth Johnson, 355-8083, mbjohnson@umary.edu

Kara Vollrath, 355-8238, kcvollrath@umary.edu

PACS

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

Advisors:

Dr. Manisha Sawhney, 355-8108,

msawhney@umary.edu

Kathryn Krukenberg, 355-8087,

kbkrukenberg@umary.edu

Physical Therapy Club (PT Club)

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

Advisor:

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

PI THETA EPSILON (Beta Pi Chapter)

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

Advisors:

Dr. Jennifer Schroeder, 355-8092, jlschroeder@umary.edu

Dr. Cindy Anderson, 355-8112, canderson@umary.edu

Pre-Law Club

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

Advisor:

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

Respiratory Care Club

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

Advisors:

Chris Sperle, 530-7756, csperle@primecare.org
Jessica Arndt, 530-7758, jjarndt@primecare.org

Social Dance Club

The Social Dance Club welcomes all students at the University of Mary (including those who believe they have two left feet) who are interested in learning a variety of social dances. Club members gather informally throughout the year to learn, practice and enjoy dance. In conjunction with the Marauder Activities Committee we sponsor several dances each year including theme dances such as the Great Gatsby Dance. Members also participate in service projects and get involved in campus activities such as Homecoming Week and Winter Week celebrations.

Advisor:

Joann Stacey, 355-5200, jmstacey@umary.edu

Spanish Club

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

Advisor:

Kemerly Grau, 355-8388, kygrau@umary.edu

SPURS

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

Advisor:

Sister Gerard Wald, 355-8228, gerwald@umary.edu

Student North Dakota Education Association (SNDEA)

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

Advisor:

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

Student Occupational Therapy Association (SOTA)

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

Advisor:

Jason Lawson, 355-5162, jclawson@umary.edu

Student Physical Therapy Association

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

Advisor:

Dr. Melissa Taylor, PT, 355-8309,
mmtaylor@umary.edu

TEDx

“The TEDxUMary Club primarily exists and functions with the intention of applying for and planning an annual TEDxUMary event. This event would aim to align with the TED organizations motto, “Ideas worth spreading.” TED events and clubs exist worldwide to bring together bright minds to give talks that are idea-focused, and on a wide range of subjects, to foster learning, inspiration and wonder – and provoke conversations that matter.”

Advisor:

Amy Tschider, actschider@umary.edu, 355-8371

University of Mary Athletic Training Student Association (UMATSA)

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

Advisors:

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

University Christian Fellowship (UCF)

University Christian Fellowship strives to build a community where the gospel captures hearts, transforms lives, and launches men and women into a lifelong adventure with Jesus Christ. UCF accomplishes this mission through small group Bible studies, monthly gatherings, special events throughout the year, and participation in University Ministry opportunities of worship and fellowship. Through all of these activities, UCF members seek to serve the students and the entire University of Mary community just as Jesus Christ served us.

Advisor:

Pastor Kerry Bender, 355-8374, klbender@umary.edu

University of Mary Investment Club

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

Advisor:

Myron Schulz, 355-8119, mschulz@umary.edu

University of Mary Physical Health Education, Recreation and Dance (UMPHERD)

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

Advisor:

Dr. Wade Kooiman, 355-8357,
wpkooiman@umary.edu

Vera Forma

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

Advisor:

Lindsay Mayernik, 355-8275, lnmayernik@umary.edu

Student Activities

The Student Life Department is responsible to approve and schedule activities for students at the University of Mary. 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 activities 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, you can springboard into planning and executing a MAC event for campus! Many students enjoy the leadership and event planning experience MAC has to offer.

Contact Information

To contact MAC, you may email mac@umary.edu. The MAC Office is located in the Benedictine Center for Servant Leadership near the Student Development Office.

Calendar of Events

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

Policies

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

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

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

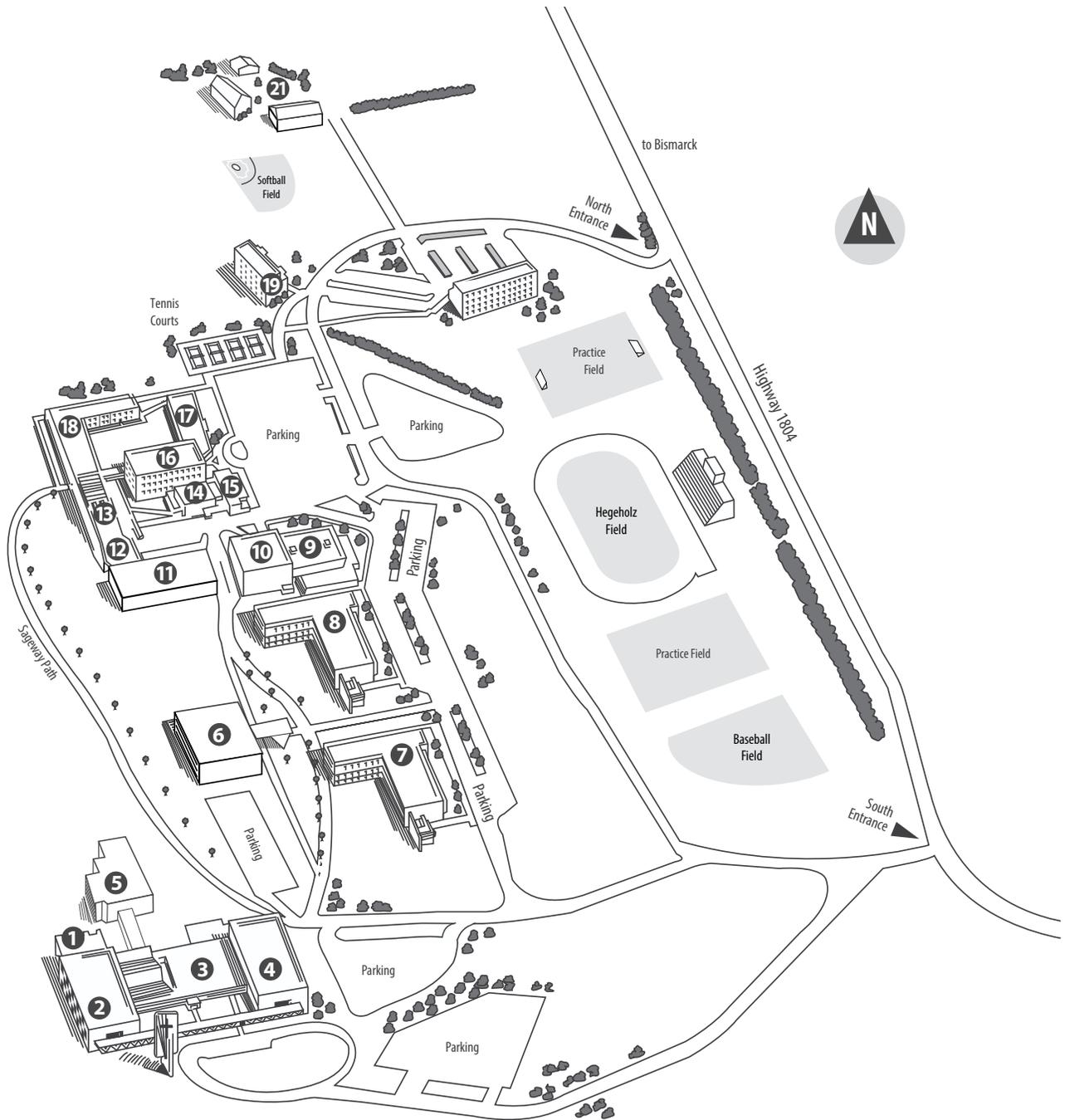
- Identification – In order to participate in MAC events, students must present a valid U-Mary Mcard.
- Guests – We do allow non-U-Mary students to participate in some events, such as dances. When this is the case, advertisements for the event will indicate that guests are welcome. Non-U-Mary students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

Event Planning Policy

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

Individual students are not allowed to plan events, but students wishing to produce events for campus may seek involvement with MAC to bring their ideas to light. Student organizations, teams, and classes, all of which work under the advisement of a staff or faculty member, may seek approval for a campus event by submitting a completed Event Approval Form available from the student activities coordinator.

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



UNIVERSITY OF MARY BISMARCK CAMPUS

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| 1. Harold Schafer Leadership Center | 8. Hillside Hall | 16. Harold J. Miller Center |
| 2. Saint Scholastica Hall for Women
& Saint Joseph's Hall for Men | 9. Richard A. Tschider Center for Health Science | 17. Casey Center for Nursing Education |
| 3. Benedictine Center for Servant Leadership | 10. McDowell Activity Center | 18. North Campus Residence Hall |
| 4. Boniface Hall | 11. Leach Fieldhouse | 19. Deichert Hall |
| 5. Gary Tharaldson School of Business | 12. Leach Center for Student Life | 20. Boyle Hall |
| 6. Welder Library | 13. University Hall | 21. The Cloisters: Subiaco Apartments,
Monte Cassino Apartments, Chesterton's |
| 7. Greg Butler Hall | 14. Arno Gustin Hall | |
| | 15. Clairmont Center for Performing Arts | |



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