



STUDENT HANDBOOK

2011-2012

USM MISSION STATEMENT

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

This planner belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



USM VALUES STATEMENT

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

WE VALUE

- COMMUNITY
- RESPECT
- JUSTICE AND
- EXCELLENCE

STUDENT LIFE MISSION

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

The policies and procedures in this Student Handbook are subject to review and revision annually. If changes, additions, or deletions are made during the academic year, they will be announced and posted by the Student Life Office. All changes are effective immediately after being announced. It is the student's responsibility to note changes to the Student Handbook.

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

CAMPUS SERVICES

ACADEMIC RESOURCE CENTER (ARC)

The primary goal of the Academic Resource Center or ARC, (located in Miega Hall, Room 101) is to aid students in becoming effective learners. The ARC helps students improve their performance in the critical areas of reading, writing, and all levels of mathematics. In addition, the ARC strives to provide tutors to assist students in a wide range of academic disciplines, including business, accounting, chemistry, and biology.

The ARC also hosts seminars on "student survival skills" which include time management, stress management, note-taking, and test-preparation. These small-group seminars introduce students to the wide range of abilities needed to succeed in university life. In addition to these seminars, students are encouraged to meet with ARC staff members to discuss any concerns that may be impeding their academic progress. The ARC provides students with a comfortable, distraction-free environment for studying that includes computer and Internet access. In addition, the ARC is certified by Educational Testing Service and Brigham Young University to proctor exams for high schools, colleges, and universities throughout the country.

Americans with Disabilities Act/Section 504 (ADA)

USM makes every effort to comply with the Americans with Disabilities Act. In order to assist students with disabilities in maximizing their capabilities, the ARC provides support. The office assists students with obtaining academic accommodations according to Americans with Disabilities Act, Section 504. All USM students who qualify for services are required to register their documentation with the ARC. After the paperwork is submitted and evaluated, the student and the Director of the ARC create a detailed action plan specifying the measures that will be implemented and the academic support that will be provided for the semester. Students who do not register their paperwork and create their plan are not eligible for academic accommodations.

CAMPUS MINISTRY

“Campus Ministry is an expression of the Church’s special desire to be present to all who are involved in higher education” (Empowered by the Spirit: A Pastoral Letter on Campus Ministry, Nov. 15, 1985). At the University of Saint Mary, this presence is expressed in a variety of ways and by many different people. Campus Ministry serves the Saint Mary community by providing opportunities for prayer, spiritual growth, development of religious and moral understanding, and participation in the sacraments. Other opportunities for spiritual growth include Bible study, ecumenical prayer services, retreats, communal penance services, and sacramental preparation. Individuals seeking spiritual guidance are encouraged to contact the campus minister or Chaplain. The Eucharist is celebrated on Sunday evenings and other times as posted.

Campus Ministry also offers opportunities for the Saint Mary community to serve others through a variety of volunteer activities. These opportunities include serving at a local soup kitchen, assisting with parties for the elderly sisters, and helping with area charitable organizations. Campus Ministry participates in a weeklong service project during Christmas and Spring Breaks.

CAREER SERVICES

Career Services is located within the Office of Student Success, and is committed to assisting students at all stages of the career planning process. First and second year students can receive assistance with major selection and careers exploration, while upperclassmen students can receive help with internship placement, interview preparation and resume building. Career Services also maintains an off campus job bank, resource library, and information about graduate programs and GRE/GMAT study materials. Career Services frequently partners with capstone courses to offer major-specific Career Fairs as well as mock interview practice for students.

CHECKS AND CHANGE

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

COMPUTING SERVICES

Students bringing their own computers will have internet access. In order to access student printers the student will need a computer with the Windows 7 Professional or Ultimate Operating System. With one of those operating systems we can add them to the Saint Mary domain and give them access the printers in the math lab, ARC, library and English Nook.

COUNSELING SERVICES

Counseling services are available to all full and part-time students at the University of Saint Mary. The Campus Counseling Office is staffed full-time by a licensed clinical professional counselor and by part-time counseling practicum students from another university. In general, the counseling services are available Monday-Friday, 9 a.m. – 5 p.m. When needed, arrangements can be made for services outside of normally-scheduled hours. Students may schedule appointments by stopping by the office, emailing counseling@stmary.edu, or calling ext. 6143.

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

DEPARTMENT OF PUBLIC SAFETY AND SECURITY

The University of Saint Mary is committed to providing a safe environment to all individuals who visit, work, and live on this campus. The university has adopted policies and procedures as a means of informing and guiding individuals concerning steps they can take to report criminal activity and crime prevention. The university maintains its own security staff. The Student Right to Know and Campus Security Act of 1990 is a federal law that requires colleges and universities participating in the student

financial aid programs under Title IV of the Higher Education Act of 1965 to disclose campus crime statistics and security policies. The primary purpose of the Campus Security Act is to make campuses safer by ensuring that students, employees, and visitors are informed about campus security. Based upon the university's commitment to providing student, faculty, staff, and visitors with a safe and secure campus environment and its obligations under the Campus Security Act, the university president, vice president for finance and administrative services, the dean of students, and the environmental, health, & safety engineer are designated responsible for campus security and are charged with the responsibilities of developing, administering, and updating procedures to comply with the Campus Security Act.

Public safety works towards maintaining a safe living and learning environment. Public safety maintains a regular patrol, enforces policies pertaining to safety and security, issues vehicle citations, and addresses and controls disorderly conduct, loitering, prowling, and other similar and improper conduct along with local law enforcement.

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

The Public Safety Office is located on the ground floor of Berchmans Hall. The public safety officer on duty may be contacted through the following methods:

- The primary number is **(913) 683-5201** (cell phone). The cell phone is always carried by on duty officers.
- The office number is **(913) 758-4346** (ext. 6446 on campus). Officers may not always be in the office, the best option is the cell phone.

CRIME REPORTING PROCEDURE

In the event of an emergency—that is, a dangerous or life-threatening situation—students should first call **9-911** and then public safety. Any suspected criminal action (such as theft, abuse, etc.) that occurs on campus must be reported to the public safety cell phone at (913) 683-5201 immediately.

Provide the police or public safety with the time, description, and location of the incident. If known, also provide the names of individuals involved in the incident. You may request to remain anonymous when reporting a crime.

Public safety officers or designated campus security officials who are informed of the commission of a serious crime such as outlined in the campus crime statistics report are required to report the information to either the Department of Public Safety or the environmental, health, & safety engineer for entry into the Campus Crime and Security Report. Reports concerning campus crimes become part of the crime statistics for USM, which are published annually by the department of public safety.

Annual Distribution of Campus Crime Statistics Annual Security Report

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

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

Reporting Crimes to the Campus Community

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

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

FOOD SERVICE

Saint Joseph Dining Hall

University of Saint Mary contracts with Aramark to provide students with quality and nutritionally balanced meals. All meals are served cafeteria style. Aramark cooperates with students in accommodating medically necessary diets. Sack meals are provided upon request made three (3) days in advance, for students needing to miss a meal due to student teaching, class schedule conflict, or scheduled activity as a member of a university sports team or other university-sponsored activity, program, or event. Students are expected to:

- Show ID cards for service
- Students may return to the service line for unlimited seconds, provided they remain in the dining area.
- Clear dishes when meals are completed
- Not remove dishes, glasses, silverware, or trays from the dining hall (A fine of \$10 will be assessed for each missing item)
- Disruptive behavior will is not tolerated

Failure to follow expectations may result in disciplinary sanctions, up to and including denial of dining hall privileges.

Guests and commuters may eat in the dining hall at posted rates for meals or by pre-purchasing either meal tickets or a meal plan officered by the university at a savings over the guest rate. Payment for meals is made upon entering the food line.

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

HEALTH SERVICES

Routine Health Care and Emergency Room Service

Students are responsible for their own health care – so students should be informed consumers. Understand health insurance to ensure students get the care needed, when needed, and at the appropriate cost. For routine health care, USM has a good working relationship with Associates in Family Health Care, located at 712 1st Terrace, in Lansing (913-727-6000).

Medical Transportation

For liability reasons faculty and staff are not allowed to transport a student via their personal vehicle to a medical doctor or in the event of a medical emergency. Staff may assist in calling an ambulance or other transportation options but all related responsibilities and fees will be incurred by the student and/or transportation provider. At no time will a member of the staff, faculty, or student staff of the University of Saint Mary transport a student via their personal vehicle to a medical provider.

Emergency Room Service

Saint John's Hospital is conveniently located to the north of the campus. Cushing Memorial Hospital is located at 711 Marshall in Leavenworth. Both hospitals provide emergency room service.

HEALTH AND ACCIDENT INSURANCE CARE AND COVERAGE

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

All residential students, all international students, and all student athletes are required to maintain current health insurance. Students must present current proof of health insurance to the university when entering the university. In addition, residential students and all international students enrolled at University of Saint Mary are eligible for and included in the student accident insurance program that will be added to the student's bill unless coverage has been specifically waived due to other coverage. This coverage is for medical expenses arising from accidents on or off campus.

All residential students, athletes, and international students are required to have an updated health history, physical examination, health/medical insurance, and an immunization record on file with the athletic trainer system. All health forms must be on file before an athlete can begin practice or participate in games. The athletic trainer system can be accessed at <http://www.stmary.edu/studentlife/medforms.asp>.

Instructions to activate student accident insurance for accident or injury:

1. During normal business hours, seek regular medical care.
2. For injuries that occur during a game or athletic practice, see trainer for evaluation, treatment, and/or referral.
3. After evaluation by the trainer, student should verify coverage and pick up a claim form from student life or the trainer. Take the claim form and personal insurance card to physician's office or hospital Emergency Room.
4. Return completed claim form and copy of all forms from the physician or Emergency Room to the Student Life Office or to the trainer.
5. For injuries of a serious or life-threatening nature, call 911 or proceed to the nearest Emergency Room. Upon return to school, please bring copies of all paperwork received to the trainer to receive a claim form to complete.
6. For questions on this procedure, please contact the athletic trainer at ext. 4334.

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

INFECTIOUS DISEASE /IMMUNIZATION POLICY

Failure to provide the required health form/information will result in a "health hold," and the student will not be allowed to live in the residence halls, participate in athletics, or register for the next semester's classes until he/she is in compliance.

The immunization portion of the health record requires the following:

- Tetanus-Diphtheria booster within the last 10 years
- Two (2) MMR (measles, mumps, rubella) vaccines (persons born before 1957 are considered immune)
- Proof of a negative tuberculosis (PPD) skin test or chest X-ray within the past year (12 months)
- The State of Kansas now requires all incoming residential students to have a meningitis vaccination

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

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

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

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

Within this context, University of Saint Mary may:

- Refer, when necessary, any person affiliated with the university who may have an infectious disease to appropriate qualified individuals for health care or counseling services in order to educate them about the disease, teach appropriate hygiene, and the importance of not engaging in behaviors that are known to be likely means of transmitting the disease to others;
- Suspend, when necessary, general university housing regulations to accommodate appropriate living arrangements for persons with an infectious disease or their roommates;
- Require persons with an infectious disease to take precautions with others when they have had or will have especially close contact, e.g. Residence Hall roommate or suitemate, which could pose an unacceptable risk of transmission of the disease. The dean of students will verify such precautions. Precautionary requirements may be waived if alternative housing arrangements are accepted or if recommended by a health care provider satisfactory to the university; or
- Restrict or terminate the enrollment or participation in university-related educational programs or activities or the housing status of any student known to have an infectious disease. Notice of restriction or termination will be in writing.

IDENTIFICATION (ID) CARDS

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

Important information about your USM ID card:

- The USM card is your official identification card and is valid as long as you are a student at the University of Saint Mary.
- If your USM card is lost, stolen, thrown away, demagnetized or damaged, there is a \$8 replacement fee.
- Once a USM card is reported lost or stolen it is cancelled and it CANNOT be reactivated if found.
- Each student, faculty, and staff member is entitled to carry only one active card.

Please do not cut, scratch, or otherwise deface or mutilate your USM card. Cell phones can deactivate IDs so keep them separate. Such damage may render your card invalid and may also cause damage to card access equipment. Falsification, theft, lending a card to someone, or other improper use of a USM ID or use of an inappropriate card to receive university services may result in disciplinary action.

LOST AND FOUND

A lost and found service is located in Student Life. After office hours, turn in lost items to a faculty or staff member or to a public safety officer. These items will be given to student life the next day. Items not claimed are donated to charity at the end of the academic year following spring graduation exercises.

MAIL

Resident Student Mail

University mail addressed to resident students is delivered Mondays through Fridays. All residential students are given a USM mailbox unit. When a student moves, temporarily or permanently, he/she needs to provide the Residence Life Office a forwarding address for delivery of first class mail and periodicals. There are fees associated with replacement of lost keys or necessary mailbox unit lock changes.

Commuter Mailboxes

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

OFFICE OF STUDENT SUCCESS

The Office of Student Success is available to assist students from their first day on campus with any academic, financial, or personal concerns they may have about adjusting to college life. By scheduling an appointment with a student success coordinator, USM students can receive free, individualized help for choosing a major, living with roommates, setting goals, getting involved, making financial decisions, and managing their time. In addition, success coordinators act as advocates for student centered initiatives on campus, offering workshops and focus groups throughout the year to increase the likelihood of student engagement and retention at USM. For upperclassmen students, the Office of Student Success also houses Career Services, which can help students with internship placement, resume review, and interview preparation.

PHOTOCOPYING SERVICES

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

RECREATION SERVICES

Recreation services offers recreational and leisure activities for students.

Recreational Facilities

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

Maximus Fitness and Wellness

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

Ryan Sports Center and McGilley Field House

Ryan Sports Center is a multi-purpose athletic facility. Ryan contains basketball and volleyball courts, a running track, and racquetball courts. In addition, there is a training room and locker rooms that are utilized by the Spire student-athletes. Ryan Sports Center houses some of the offices of athletic department staff members and serves as both the practice and game facility for the volleyball and basketball teams. McGilley Field House has three regulation-sized basketball courts also lined for tennis, volleyball, and futsal. Also within the field house is the varsity weight room and full service athletic training room.

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

Usage Policy for McGilley Field House/Ryan Sports Center

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

SPIRIT SHOP

Sodas, juices/snack items, school supplies, personal necessities, and University of Saint Mary gifts/apparel are available at the Spire Spirit Shop (first floor Mead Hall). Discover, MasterCard, VISA, and American Express are accepted. You may purchase textbooks online at <http://bookstore.mbsdirect.net/univof saintmary.htm>.

STUDENT ADMISSION TO CAMPUS EVENTS

Most on-campus activities are free to students (unless it is a conference tournament). Immediate family members of full-time students may request tickets at the group rate for theatre productions.

GENERAL CAMPUS POLICIES AND INFORMATION

STUDENT ORGANIZATIONS

Recognition of Student Organizations

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

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

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

Organizations Recognized by the Student Life Office during the 2011-2012 School Year

- Student Government Association (SGA)
- Campus Activities Board (CAB)
- Campus Ministry
- Delta Epsilon Sigma
- Multicultural Club
- Residence Hall Association (RHA)
- Science and Math Club (SAM)
- Veterans Club
- Health Care Careers Club (HCCC)
- Sexual Orientation Diversity Association (SODA)

Departmentally-Sponsored Organizations and Activities

- Association of Supervision & Curriculum Development (ASCD)
- Concert Chorale
- Fine Arts/Drama Club
- Community Band
- English Club
- Phi Alpha Theta
- Psychology Club
- National Student Nurses' Association (NSNA)
- Students in Free Enterprise (SIFE)
- Theology/Pastoral Ministry Club

Annual Registration of Student Organizations

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

Student Eligibility for Participation in Student Organizations and Groups

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

Event Scheduling by Student Organizations

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

Media Relations

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

Publicity/Posting Policy

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

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

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

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

Any recognized student organization may submit a request for an advertisement on the Saint Joseph's Dining Hall monitor/television. Please use the form found at <http://www.stmary.edu/secure/BigMonitor-submitform.asp> for all submissions. Please submit all events and activities at least one week in advance.

Student Organization Fundraiser Policy

Organizations recognized by the university, working with their advisors, are reminded to take special care to ensure that activities which require the exchange of money from students are few, carefully managed, and for appropriate reasons. Each advisor is also responsible for making sure all appropriate tax laws are followed. Please see student life for guidelines

Each group is responsible for notifying the dean of students about their fundraising plans at least two weeks in advance for approval.

Individuals and businesses of Leavenworth and Lansing may never be approached for contributions without the express permission from the director of development. The Development Office is also responsible for keeping track of all donations including donations to recognized student organizations.

STUDENT EDUCATION RECORDS (FERPA)

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

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

Copies of the University of Saint Mary policy that informs students of their rights under FERPA may be obtained in the Office of the Registrar. University of Saint Mary does not assume a duty or responsibility to notify the parent(s)/guardian(s), or anyone acting in absence of either, of the student in regards to the above or other matters.

CAMPUS PARKING AND TRAFFIC REGULATIONS

General Information

The University of Saint Mary assumes no responsibility for damage to vehicles parked or operated on campus, or for articles left in them, nor for lost/stolen parking permits. Bringing a motor vehicle to campus is a privilege, not a right. USM does not exclude any group of students from this privilege.

Motorcycles, scooters, and mopeds are also motor vehicles and must comply with all registration policies, rules, and regulations. No member of the USM community may register a vehicle for the purpose of obtaining campus parking privileges for non-students or non-employees. Skateboards, roller blades, inline skates, or other skating devices are not allowed on campus.

Pedestrians have the right of way at all times. Parking rules are enforced every day of the year including breaks and holidays.

Occasionally, special short-term conditions arise that may call for temporarily amending or suspending a part of these regulations. Citations will be issued to violators of any temporary signs or barricades and violators may be subject to towing without advanced warning.

Motor Vehicle Registration

All motor vehicles operated on campus by faculty, staff, and students must be registered and have a current academic year USM registration permit displayed. The permit will be displayed, in plain view, on the rear window or on the rear bumper. Parking permits may be obtained from the Business Office during normal business hours, 8 a.m. to 4:30 p.m. Monday through Friday. If a student has more than one vehicle, each vehicle must have a separate registration permit. If you sell your vehicle, please remove the sticker and take it to the Business Office for a replacement sticker for your new vehicle. Failure to re-register will result in a \$50 fine.

Vehicle Insurance

All vehicles operating on USM grounds will maintain the state minimum liability insurance, a copy of which must be provided at the time of vehicle registration, failure to maintain insurance will result in the suspension of parking/driving privileges on campus.

Guest Parking

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

Authorized Student Parking

All parking spaces are “open parking” for students unless designated and/or posted otherwise. The permit for the current year must be displayed.

Parking is restricted in the following areas:

- Main front (Berchmans) circle
 - No student parking allowed anytime. This includes the visitor and admissions parking spots.
- Mead, Lower Chapel, Miega, Maria, and Ancilla Center lot
 - Reserved for designated/listed vehicles only
 - Students parked in designated Ancilla Center spots may be towed without notice.
 - Students are not allowed to park in Cantwell Hall parking behind Ryan Sports Center.
- Parking is not allowed inside or around the Sisters of Charity cemetery.

Parking and Traffic Regulations

After receiving three unpaid violations of any kind and for any reason, a parking boot will be placed on the vehicle. This may also result in the loss of campus parking/driving privileges. The parking boot will not be removed until all fines are paid in full.

Speed limit on campus is 15 mph, unless otherwise posted.

When parking, the entire vehicle must be located within the marked boundary of the parking space, facing forward. No backing into stalls is allowed. The parking sticker must be clearly visible from the back of your vehicle. All vehicles should take up only one parking space.

Operators shall come to a full stop at all stop signs and use the proper turn signals; operators will also yield where designated. Operators will yield the right of way to pedestrians or crosswalks, in parking lots, intersections, and/or other congested areas.

The main front circle is a one-way lane in a clockwise direction. Operators of all vehicles, bicycles and other forms of transportation are required to comply with the one-way traffic pattern.

Handicap spaces are only for vehicles bearing the proper state issued designation. Vehicles not bearing the proper designation and USM permit will be cited and subject to immediate towing.

No parking areas

- Campus lawn
- Access drives
- Sidewalks
- Loading dock area
- Yellow curb zones
- Fire Lanes
- Any area not specifically marked as a parking area

Operating a motor vehicle on the sidewalk or grass is prohibited unless specifically authorized by public safety. No vehicle shall be operated in such a manner as to cause interference with university operations.

If a person parks in violation of regulations and does not receive a citation, this does not mean the regulation or law is no longer in effect or valid.

Parking citations may be issued within 24 hours for the same offense but not less than 12 hours after the initial citation. All parking citations must be paid within 10 business days to avoid additional citations.

Towing Policy

Vehicles may be towed at any time as dictated by public safety or campus officials for the following:

- Vehicles blocking a legally parked vehicle
- Vehicles parked in fire lanes/zones
- Vehicles parked in handicap spaces
- Blocking entrances, drives, or vehicle right of way.
- Any vehicle without a registration permit that has three or more parking violations on file will be towed at the owner's expense and removed from campus property.

All associated towing and storage fees are the responsibility of the owner/operator of the vehicle. USM assumes no liability for the vehicles towed.

Fines

- Failure to register vehicle \$25
- Illegally parked in non-parking, restricted or reserved areas \$30
- Illegally parked on grass or walkway \$30
- Illegally parked in fire zone/lane \$100
- Illegally parked in handicap space \$150
- Stop sign violation \$75
- Operating vehicle in unsafe manner \$75
- Failure to comply with public safety officer \$50
- Other \$30

These are the fines for first offenses. All fines automatically double with each violation received.

Appeals

Parking and traffic fine appeals must be made and received within ten (10) days of the offense at the Business Office. All fines must be paid prior to submitting an appeal. If not paid the fine will be charged to the student account in the Business Office and a hold will be placed on the student account. Outstanding fines must be paid prior to registering for the next academic semester. All students must pay all outstanding fines prior to each semester or grades may be withheld. Students receiving an excess number of tickets will be referred to the Student Life Office for discipline referral regarding *Failure to Comply with Campus Policies*.

Appeal forms may be obtained from the Business Office or Public Safety Office. Appeals are reviewed and ruled upon by the Parking Appeals Committee. **The committee's decision on an appeal is final.** The committee will meet the first week of each month and will contact students via USM email within three days with the decision on your appeal. If approved, the fine will be removed from student accounts. Appeals cannot be made to public safety officers. Public safety officers also do not void parking tickets.

NON-ACADEMIC WITHDRAWAL INITIATED BY THE UNIVERSITY

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

WITHDRAWAL INITIATED BY THE STUDENT

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

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

When a student chooses to use the withdrawal form, he/she must use the following procedure:

1. Make an appointment with the academic vice president to sign official withdrawal paperwork. The academic vice president will give the student a withdrawal checklist to inform the student of responsibility to contact each office when a "hold" has been placed and to meet the office requirement to have it removed.
2. Residents only—make an appointment at the Residence Life Office to start the residence hall room checkout procedure. Please refer to the housing contract for terms of reimbursement. If the residence hall checkout policy is not followed or any part of the procedure is not completed, the student will continue to be obligated to pay for room and food service charges until the procedure is satisfactorily completed.
3. Stop by the Student Life Office to turn in ID card, have vehicle sticker deleted from system, return mailbox key, and to leave a forwarding address.
4. Athletes only—turn in all sports equipment to coach.
5. Stop by the University of Saint Mary De Paul Library to make sure all items borrowed have been returned.
6. If a student has a Stafford Loan or receives any scholarship or work study money, he/she needs to make an appointment with the Financial Aid Office for a required exit interview.
7. The last stop is the Business Office to finalize the bill.

Failure to attend class does not constitute official withdrawal.

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

RESERVE OR NATIONAL GUARD STUDENTS

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

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

Failure to attend class does not constitute official withdrawal.

FIRE SAFETY AND WEATHER PROCEDURES

Fire

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

university personnel. The fire alarm sounds for both drills and actual fires. The above procedure is followed anytime the alarm sounds. Many times fire and smoke are not evident in all parts of a building. Failure to evacuate the building for a fire drill or actual fire will result in disciplinary procedures. Tampering with fire safety equipment, including extinguishers, alarms, or detectors (cutting or disconnecting of wires) is a FEDERAL offense, not just USM policy. Fines start at \$5,000 and may include jail time. Tampering with fire safety equipment is also subject to a minimum \$300 fine.

Tornado

The term tornado “watch,” as used by the National Weather Service, means that conditions exist for a tornado to develop. A tornado “warning” is issued when a tornado has actually been sighted. When such a warning is issued for the City of Leavenworth, tornado sirens will sound. When tornado sirens sound, remain calm, close blinds and doors, proceed to the tunnels or basement, do not use any elevators, and remain in the tunnels or basement until the all clear is sounded. Additional Emergency Response procedures are listed on the public safety website (www.stmary.edu/safety-security/default.asp) and posted throughout campus.

Winter Weather Policy

The faculty and administration at the University of Saint Mary value class time and do not want to cancel classes without warrant. Additionally, a recorded telephone message can be heard by dialing ext. 6300 on campus, (913) 758-6300 in the local area, by calling the main phone line, (913) 682-5151, or the Kansas City line at (913) 772-0843, then press “7” to be transferred to the recorded message. Under ordinary circumstances, we will post this email no later than 5 a.m. for campus day classes and 3 p.m. for evening classes. All faculty, staff, and students are responsible to either read their email or check the recorded message. This year we have two designations; University of Saint Mary – Leavenworth and University of Saint Mary – Overland Park. Weather announcements will be posted on the webpage and sent via USM email.

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

NON-ACADEMIC UNIVERSITY POLICIES AND PROCEDURES FOR ALL STUDENTS

NON-ACADEMIC STUDENT CODE OF CONDUCT

The Non-Academic Student Code of Conduct applies to all students, resident and commuter, and all recognized student organizations. Each student and each recognized student organization is expected to be fully acquainted with and will be held responsible for compliance with all published policies, rules, and regulations of the university. Each student and each recognized student organization will be subject to the sanctions that may be imposed for non-compliance with published policies, rules, and regulations of the university. Students and recognized organizations are expected to comply with all federal, state, and local laws. These principles apply to all students and recognized student organizations while on University of Saint Mary or Sisters of Charity property and while off campus when in connection with a university-sponsored or university-financed activity or when holding themselves out as representatives of the university. Please note that proof of policy violations obtained via electronic media including but not limited to video, photographs, emails, or blogs found on social networking websites such as Facebook or MySpace or through other electronic means can be used as evidence in disciplinary hearings and can be the basis for disciplinary action on their own.

Grounds for Disciplinary Action

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

- Failure to adhere to university policy or regulation published and available to students, such as this Student Handbook and the Spires Athletic Policy and Procedure Handbook.
- Actual or threatened physical assault that threatens the health or safety of any person, intentional or reckless injury to self, other persons, or property.
- Failure to comply with a directive of a university staff member, including the staff of a contractor of the university acting in the performance of their duties and within the scope of their authority.

- Furnishing false information to any university staff member, including any administrator, faculty, residence life staff, campus security staff, other professional staff, or the staff of a contractor of the university acting in the performance of their duties and within the scope of their authority.
- Disorderly, lewd, indecent, obscene, or harassing conduct, including any expression of such, or making racial, sexual, religious, ageist, sexist, sexual-orientation-related, disability-related or ethnic or national origin-related slurs or epithets.
- Any dishonesty, cheating, forgery, or taking advantage of another for personal gain or otherwise.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities, including its public-service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises.
- Violation of any restrictions, conditions, or terms of any sanction imposed through disciplinary action.
- Unauthorized entry into or unauthorized use of university buildings, facilities, equipment, or resources.
- Theft, damage, destruction, tampering with, or defacement of any personal or university property, property of any other student, faculty, or visitor to the university, Sisters of Charity property, or the property of any contractor or other person doing business with the university while on university or Sister of Charity premises.
- Any inappropriate use of electronic media, such as voicemail, electronic mail, internet, or other means of electronic communications to send harassing, annoying, obscene messages, messages that infringe on the privacy of another person or violate any university policy, any theft of electronic material for private usage (e.g. cable splicing, etc.), any fraudulent activity including any misrepresentation, or any other inappropriate use of electronic media outlined in this Student Handbook.
- Any violation of the university Alcohol and Other Drug policies. (Detailed after this section.)
- Illegal gambling.
- Violation of residence life rules and regulations.
- Violation of university policies concerning harassment, sexual harassment, discrimination and hate-motivated acts, and sexual assault as defined in this Student Handbook.
- Violation of federal, state, or local law on university premises or at any university-sponsored, financed, or supervised activities.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university property or at any university-sponsored, financed, or supervised activities.
- Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at any university-sponsored financed or supervised activity.
- Abuse of university discipline policies, including but not limited to:
 - Failure to obey a request to appear before the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president under the disciplinary policies.
 - Falsification, distortion, or misrepresentation of information before the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president under the disciplinary policies.
 - Disruption or interference with the orderly conduct of a hearing under the Hearing Procedures policy.
 - Filing a disciplinary charge maliciously or knowingly without cause.
 - Attempting to discourage an individual's proper participation in, or use of, the university disciplinary policies.
 - Attempting to influence the impartiality of any person hearing a charge of discipline, the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president, prior to, during the course of, or after the processing of any disciplinary charge under the university disciplinary policies.
 - Harassment (verbal or physical) or intimidation of any person hearing a disciplinary charge including the student discipline coordinator, a student disciplinary hearing officer, the dean of students, or the president prior to, during, or after the processing of any disciplinary charge under the university disciplinary policies.
 - Failure to comply with the sanction(s) imposed under the Non-Academic Student Code of Conduct.
 - Influencing or attempting to influence another person to commit an abuse of the university disciplinary policies.
- All individuals who are present where university policies are being violated are subject to disciplinary charges.

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

Explosives, Weapons and other Hazardous Objects

The University of Saint Mary prohibits all employees, students and visitors from possessing, carrying or using any type of explosive, weapon or hazardous object on any property owned or controlled by the university. This includes all outside campus

grounds, all dormitories, any vehicle parked on campus and every building located on campus grounds. This also applies to those with conceal carry permits. Violating this policy can result in confiscation of the weapon and disciplinary actions, including and up to termination of employees or expulsion of students. The University of Saint Mary is considered private property. Any person violating this policy may be asked to leave campus. Failure to comply will result in local law enforcement authorizes being contacted and the violator being charged with trespassing and/or other criminal charges.

All types of explosives, incendiary or poison gas, bombs, mines, grenades, rockets, missiles, firecrackers, fireworks, incendiary or explosive materials with a fuse, wick or other detonating device, gasoline/fuels used as an explosive, tear gas and smoke bombs, and other combustible materials, are prohibited on property owned or controlled by the university.

Shotguns, rifles, handguns, bb guns, pellet guns, air/CO2 guns, air/CO2 rifles, slingshots, longbows, crossbows, and other types of potentially hazardous objects or equipment including martial arts weapons such as nunchucks and throwing stars are not permitted on university property. This also includes all types of ammunition (i.e. bullets, bb's, pellets, and arrows).

Large knives, including switch blades which result in the blade automatically being ejected into position, as well as any straight blade knife of four inches or more are prohibited on campus grounds.

Alcohol and Other Drug Policy

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

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

Current Law

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

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

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

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

University Regulation of Alcohol

Maria Hall

Students who reside in Maria Hall are not permitted to have alcohol. Maria Hall is a completely dry facility. Even students 21 years of age and older are not permitted to have alcohol beverages. Please note that alcohol and empty alcohol containers are not permitted anywhere in the residence hall. Discovery of such items will lead to sanctioning of the individual and in some cases, of the floor or hall community.

Berkel Hall

The university, in certain situations, extends to students who are 21 years of age or older the privilege to possess and use alcoholic beverages on campus. Consumption of alcoholic beverages on university property is a privilege that can be and is limited. The privilege can be retained by appropriate behavior and responsible consumption or withdrawn at the discretion of the university. If a student chooses to share an apartment with a student who is under the legal drinking age, the entire apartment must be alcohol-free until all parties are of legal age and both parties consent to the use of alcohol in the room. This policy applies to tenants in 4-person suites as well as those in 2-person suites.

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

“Juice parties” or gatherings at which the alcoholic beverages are combined into one container and commonly shared by those in attendance are not acceptable behavior. Kegs are not allowed for student use at the University of Saint Mary under any circumstances.

A "minor in possession" is defined as a person of less than 21 years of age who has in their possession (for example, car, room, or person) containers of alcoholic beverage. A minor whose breath smells of alcohol will also be considered “in possession.”

Students are prohibited from being intoxicated while on university property or attending a university-sponsored or university-financed function or while holding themselves out as representatives of the university. Behaviors indicative of intoxication include such things as staggering, strong odor of alcohol or other drug, incoherence, lack of judgment, or unconsciousness (passed out) or other behaviors which indicate the use or influence of alcohol or other drugs.

Social Event Alcohol Permit Forms

Permission to serve or consume alcoholic beverages at events where students may be offered or served alcoholic beverages in public areas of the university such as social rooms, dining hall, campus picnic areas, academic departments, offices, the circle fountain, or at university-sponsored or university-financed events must be obtained from the dean of students or designee prior to the event. Alcohol for such events must be served and distributed by a third party vendor. USM students, faculty, or staff may not serve alcohol to students. For on-campus events or at university-sponsored or university-financed events, request permission by completing and submitting a Social Event Alcohol Permit Form which is available at student life. The Social Event Alcohol Permit Form must be submitted at least fifteen (15) business days prior to the event. Grant or denial of permission to serve alcoholic beverages at a social event is at the discretion of the dean of students. Alcoholic beverages are never allowed or consumed at university-sponsored athletic events whether the event is held inside or outside, on or off campus.

University Regulation of Other Drugs

University of Saint Mary prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation, marijuana and cannabis-derived material, opium and its derivatives, hallucinogens, amphetamines or methamphetamines, barbiturates, cocaine or crack, and prescription medications illegally obtained. Any student violating this policy will be subject to university disciplinary procedures. Any illicit/illegal drugs, or controlled substances and drug paraphernalia, will be confiscated by the university. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy. The university cooperates with local law enforcement in these matters.

- Marijuana

- Synthetically derived cannabis materials (e.g. K2, Head Trip, Spice, etc...)
- *Salvia divinorum*, in any form
- Bath salts
- Opium
- Hallucinogens
- Amphetamines
- Methamphetamines
- Barbiturates
- Cocaine/Crack
- Prescription medications illegally obtained (either unlabeled prescription bottle or name on the bottle does not match student's name)
- Any other types of drugs that are used for their unintended purpose to achieve a high or elevated state of awareness"

All drugs and drug paraphernalia will be confiscated by the university and turned over to law officials. Any student violating this policy will be subject to university disciplinary procedures. The university cooperates with local law enforcement in these matters.

Students are prohibited from being under the influence of drugs while on university property or attending a university-sponsored or university-financed function or while holding themselves out as representatives of the university. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs. Residence life reserves the right to bring in law enforcement officers and canines to inspect residence halls without notice in relation drug activity.

Marijuana is not legal in the State of Kansas. The State of Kansas, local law enforcement authorities, and USM do not recognize medical marijuana cards issued by other states. Possessing a medical marijuana card from another state does not make it legal to use marijuana in the State of Kansas or at USM.

Screening

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

Consequences for AOD Policy Violation

Consequences of a violation of the university AOD policy may include one or more of the following:

- Required attendance and completion of a drug or alcohol education course
- Rehabilitation
- Treatment program satisfactory to the university
- Required periodic alcohol and drug screening
- Reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws
- Disciplinary fines and sanctions up to and including dismissal from the university which will effectuate appropriate resolution
- Disciplinary probation which could result in extra-curricular activity suspension, including athletics

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the university and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the university

and all drug and alcohol screenings, is the responsibility of the student. Violations of the university AOD policy by a student-athlete are reported to the athletic director.

As permitted by law, the university also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students.

Smoking and Tobacco Policy

To promote a safe and healthy USM environment, smoking, and the use of smokeless tobacco is not permitted in any university building. This also includes "spit bottles." The university does not allow tobacco use by students under 18 years of age and guests of members of the university community who are under 18 years of age while on university property or participating in a university-sponsored event or activity. Violation of the smoking and tobacco policy will result in university disciplinary procedures.

Policy on Hazing and Related Behaviors

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

"Hazing" is a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, which recklessly endangers or jeopardizes the mental or physical health or safety of the student or prospective member or that destroys or removes public or private property for the purpose of initiation or admission into affiliation with, or continued membership in any such organization. Organizations or individual members of organizations that violate the university's Policy on Hazing and Related Behaviors will be subject to university disciplinary procedures.

DISCIPLINARY PROCEDURES

Disciplinary Report(s)

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

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

Incident reports may be filed with any student life staff member, the Student Life Office, the Public Safety Office, or online through the link at the USM website. Paper forms are available in any of these offices. Incident reports are submitted to the dean of students or designee.

Informal Disciplinary Hearings

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

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

Disciplinary Sanctions

Disciplinary sanctions will include conditions that are consistent with the nature of the offense at the discretion of the dean of students, student discipline coordinator, or student disciplinary officer. The following disciplinary sanctions may be imposed for violation of university and residence hall policies. One or more sanctions may be imposed depending upon the severity of the misconduct.

- **Planning an Educational Program** - Requires the planning, implementation, and execution of a program or activity for others or participation in designated community or on campus.
- **Mandatory Program Attendance** - Requires attendance at one or more education or rehabilitation programs. For students found to be using drugs or alcohol in violation of the Alcohol and Other Drug Policy, a condition of continuance at the university may include the completion of an appropriate drug and alcohol education or rehabilitation program satisfactory to the university.
- **Monetary Restitution** - Requires payment for damage, injury, abuse, or destruction of university property, equipment, or facilities; payment for the injury to or destruction of property to the appropriate person, department, or organization; repayment of misappropriated or misused university funds; or repayment through appropriate work requirement related to the offense.
- **Disciplinary Fines** - The judicial officer or the dean of students may levy disciplinary fines as a sanction in replacement of or in addition to other sanctions. Disciplinary fines may be levied upon an individual or a floor depending on the circumstances.
- **Loss of Designated Privileges** - May be imposed in addition to any other sanction. For example, restrictions on participating as a member or officer in a student organization recognized by Student Life or the SGA; restrictions on participation in intercollegiate athletics, intramurals, non-classroom fine arts activities, or other specified university activities; revocation of the privilege of consuming, possessing, or transporting alcohol if 21 or older; restrictions on entering or remaining in specified campus buildings or specified university facilities, including residence halls; or restrictions on use of university services or equipment.
- **Disciplinary Warning** - Verbal or written notice that cautions the student that his/her status as a student at the university is in jeopardy. The notice may include the loss of designated privileges and counsel to the student concerning the seriousness of the misconduct. Additional behavior of the same or similar type of misconduct of a different type will be cause for further disciplinary action by the university, up to and including dismissal.
- **Residence Hall Probation** - The student's participation as a resident in the University of Saint Mary housing system is placed on a provisional basis. Provisions are explained in the sanction letter provided to the student.
- **Removal from Residence Hall** - The student's participation as a resident in the University of Saint Mary housing system is denied. This is the removal from the residence halls at any time during the calendar year. Any student who has been removed from the residence halls may be denied the privilege of visiting the residence halls and any other residential area of University of Saint Mary.
- **Disciplinary Probation** - Student status is in serious jeopardy with the university. The student's behavior has raised serious questions concerning the student's continued status as a member of the university community. The student is given a stated period during which he/she must maintain appropriate standards of conduct before he/she will be released from disciplinary probation or be suspended or dismissed from the university. A student under disciplinary probation may not participate in varsity athletics or hold an office in any organization recognized by the university or the SGA for the duration of the probation. Other terms and conditions of disciplinary probation may include the loss of designated privileges.
- **Disciplinary Suspension** - Involuntary suspension of student from the university for a period of time. Provisions for the student's reinstatement will be provided in the sanction letter.
- **Disciplinary Dismissal** - Involuntary and permanent suspension of student status at the university. Only the president of the university or designee may re-admit any student who is dismissed from the university for disciplinary reasons.
- **Interim Suspension** - A student is subject to immediate suspension by the dean of students or designee where, in the judgment of the dean of students, the charged student's alleged serious misconduct may jeopardize the safety of the student, or any other member of the university community, or may threaten institutional property if the student remains on campus. The suspension will be enforced pending an appropriate preliminary hearing and determination of responsibility.

- **Referral to Authorities** - Students who violate federal, state, or local law also may be referred to the criminal justice system for prosecution in addition to disciplinary action under university policy.
- **Parent Notification** - When misconduct results in suspension or dismissal from the university or the residence halls, parents of dependent students may be notified. The dean of students or designee may also notify parents if questions are raised about harm to person or others, with justification, by a member of the university community.

Disciplinary Policy Regarding Refunds

When a student has been suspended or dismissed from the university for disciplinary reasons, refunds are not available. Further, if disciplinary actions result in the loss of any university-contracted service for the student, no refund is available.

Appeals

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

- The information presented at the hearing is insufficient to support the decision.
- New and important information that was not available prior to the hearing can be presented.

An appeal of the decision and sanctions of a student disciplinary hearing officer must be taken to the dean of students in writing within three (3) business days of receipt of the decision. In cases that do not result in suspension or dismissal from the university, the decision of the dean of students is final.

In cases of suspension or dismissal from the university, an appeal of the dean of students' decision may be taken to the president of the university in writing within three (3) business days of receipt of the decision. The decision of the university president is final.

USM EMAIL SYSTEM & COMPUTER USAGE POLICIES

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

University of Saint Mary Electronic Transmission of Information Policy

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

The university will make reasonable efforts to maintain the effective operation of its electronic mail systems. Users are advised, however, that these systems and other free electronic mail packages, for example Hotmail, downloaded to the university-owned network and student-owned computers should in no way be viewed as a secure medium for the communication of confidential or sensitive information. Users of electronic mail services are on notice that even though sender and recipient may have discarded or deleted their copies of an electronic mail record, retrievable back-up copies of electronic mail records may exist.

Privacy

Although the university does not routinely monitor information transmitted, stored, received, or retrieved electronically on the university's computers and the resources it makes available, including, among other things, electronic mail, it retains the right to do so. There is no expectation of privacy in any information transmitted, stored, received, or retrieved electronically on the university's computers and the resources it makes available, including among other things electronic mail. Use of any university computer or other electronic resource made available through the university constitutes consent to a search and disclosure as described in this policy.

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

- maintenance or improvement
- monitoring for viruses and other destructive computer programs
- investigation of violation of university policy
- investigation by an authorized law enforcement or federal, state, or local agency
- where otherwise required by law
- when authorized by the president or the academic dean of the university.

Guidelines

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

- Sending copies of documents in violation of copyright laws, including inclusion of the work of others into electronic mail communications in violation of copyright laws.
- Capture and “opening” of electronic mail not addressed to the recipient except as specifically authorized by the president or the academic vice president of the university to diagnose and correct the delivery system.
- Use of electronic mail to harass or intimidate others, including harassment on the basis of race or color, sex or gender, national origin or ethnic origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, veterans status, or citizenship or intending citizenship status, or to interfere with the ability of others to conduct university business.
- Downloading, displaying, printing, creating, saving, or transmitting materials that use obscene, threatening, or disrespectful language, are pornographic, advocate illegal or violent acts.
- For personal financial gain, gambling, or advertising.
- Use of electronic mail systems for any purpose restricted or prohibited by law or regulation or by university policy.
- “Spoofing”, i.e. constructing an electronic mail communication so that it appears to be from someone else.
- “Spamming,” i.e. sending a large amount of electronic mail to a particular site or workstation sufficient to harass individuals, down servers or otherwise effectuate “denial of electronic mail service” to the campus or any other site.
- “Snooping,” i.e. unauthorized access to the electronic files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial university-related purpose.
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system or attempting to intercept any electronic mail transmissions without proper authorization.
- Knowingly exporting, importing, or downloading a virus on to the university or any other computer system.

P2P File Sharing

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

POLICY AGAINST HARASSMENT, BULLYING, DISCRIMINATION AND HATE MOTIVATED ACTS

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

General Policy

The University of Saint Mary, in compliance with Title IX of the Education Amendment of 1972, prohibits all harassment (including acts of sexual violence), bullying, discrimination, and hate-motivated acts. These acts are prohibited whether they occur faculty/staff- on –student, student- on -student, or student-on-faculty/staff and whether occurring on or off campus. Acts included in this policy include, but are not limited to, harassment against another on the basis of race or color, sex or gender, national origin, ethnic origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, veteran's status, or citizenship or intended citizenship status is prohibited. Harassment, bullying, discrimination, and hate-motivated acts include such things as making derogatory remarks about such characteristics and other verbal, written, physical, or nonverbal behavior. See sections below for additional descriptions of prohibited behavior.

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

Please see the last part of this section for information on filing a complaint if you feel that you or someone you know has been harmed through violations of this policy.

Sex Discrimination Including Sexual Harassment

Sex discrimination including sexual harassment in any educational program or activity is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or nonverbal conduct of a sexual nature is a form of sexual harassment prohibited by Title IX and the University of Saint Mary. Instances of sexual harassment occur:

- When a student's participation in any educational program or activity or an educational decision is based on submission to or rejection of such conduct; and
- When such conduct is sufficiently severe or pervasive so as to limit a student's ability to participate in or benefit from an educational program or activity or has the purpose or effect of creating a hostile or abusive educational or residential environment. Examples of prohibited conduct include, but are not limited to, requiring sex or sexual favors in exchange for participation in any aspect of any university educational, university-sponsored or university-financed program or activity, lewd or sexually suggestive comments, slurs, or other verbal or written messages, including electronic mail messages, physical or nonverbal conduct relating to an individual's gender, or any other display of sexually offensive material, including such things as pictures, greeting cards, articles, books, magazines, photos, cartoons, and causing sexually offensive material to appear on any electronic communication or other written material. Violation of this policy is grounds for disciplinary action, including disciplinary dismissal.

Sexual Violence

Sexual violence and other sexual offenses, as defined by the Uniform Crime Reporting Program, are serious crimes and will not be tolerated at the University of Saint Mary. Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, and coercion. All such acts of sexual violence are forms of sexual harassment prohibited under Title IX. Under the Uniform Crime Reporting Program, sexual offenses are categorized as forcible and non-forcible.

- Forcible sex offenses - Any sexual act directed against another person forcibly or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent. Forcible sex offenses are: forcible fondling, forcible sodomy, forcible rape, and sexual assault with an object.
- Non-forcible sex offenses - Non-forcible sex offenses are incest and statutory rape.

Bullying

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member. Examples of behavior that meet the definition of bullying above include, but not limited to:

- Physical bullying – pushing, shoving, kicking, poking and/or tripping; assault or threat of physical assault; damage to a person’s work area or property, damage to or destruction of a person’s work product.
- Verbal bullying – repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person’s work or school performance or participation.
- Nonverbal bullying – consists of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
- Anonymous bullying – consists of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person’s belongs, leaving degrading written or pictorial material about a person where others can see.
- Threatening a person’s job or well being - making threats, explicit or implicit to the security of a person’s job, position, or personal well being can be bullying. It is not bullying behavior for a supervisor to note an employee’s poor job performance and the potential consequences within the framework of university policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.
- Cyber bullying - repeatedly makes fun of another person online, bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Bringing a Complaint

In addition to its moral obligation, the university has an obligation, under Title IX, to fully investigate all allegations and actions whether or not outside legal action is taken. The university also has an obligation under Title IX to protect those who bring complaints against retaliation. Complaints may be filed by the harmed student and by outside parties who have knowledge of the incident(s).

If you or someone you know has been harmed through violations of this policy, there are several avenues for bringing a complaint against another student, faculty, staff, or contractor of the university.

1) Complaints may be filed directly through public safety, the director and assistant director of residence life, and the dean of students. Students may request anonymity and confidentiality. Students who wish to deal with this matter without involving the Student Conduct Code may also contact the campus counselor.

2) Students may also notify the university electronically. The University of Saint Mary uses Maxient Conduct Manager™ software to receive concerns and documentation of incidents electronically. Students, as well as faculty and staff, may alert the university through this system. Students may file these reports anonymously. To file an incident report about an incident or concern, click on the link on the University of Saint Mary website, or contact the dean of students or director of public safety.

3) Students may file a grievance by contacting the Title IX coordinator at the University of Saint Mary and/or the Office of Civil Rights. Contact information for each is listed below:

Dale Culver
 Title IX Coordinator
 Vice President for Finance and
 Administrative Services
 University of Saint Mary
 Mead Hall, Rm. 202
 4100 S. 4th St.
 Leavenworth, KS 66048
 (913) 758-4372
 CulverD@stmary.edu

Office of Civil Rights
 Kansas City Office
 U.S. Department of Education
 8930 Ward Parkway, Ste. 2037
 Kansas City, MO 64114-3302
 Phone: (916) 268-0550
 Fax: (816) 823-1404
 OCR.KansasCity@ed.gov

Complaint resolution - The university has a responsibility to adequately and impartially investigate all complaints in a timely fashion, to notify the complainant of the outcome of the investigation and to prevent reoccurrences, consistent with the nature and severity of the violations of this policy.

QUESTIONNAIRES/PETITIONS

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

SALES/BUSINESS VENTURES

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

BABYSITTING

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

RESIDENCE LIFE SERVICE AND INFORMATION

Residence Life Staff

The residence life team consists of the director of residence life (DRL), the assistant director of residence life (ADRL), and residence life graduate assistants (GA) and resident assistants (RA). Guided by the DRL, the residence life team assumes overall responsibility for coordination of the housing environment with all other branches of the university community. They are responsible for ensuring that the environment is conducive and complimentary to student's personal, academic, and social development.

Resident Assistants

Resident assistants (RAs) are undergraduate members of the school community who are responsible for supervising students on their respective residence hall floors. RAs exist to answer questions about the university, explain and enforce housing policies, refer residents to the appropriate office or staff member, and to provide programming to educate and entertain the residential population at the University of Saint Mary.

On-Call Schedule

A staff member and RA are on duty from 6 p.m. to 8 a.m. daily and all day Saturday and Sunday. If any problem arises, please contact the duty cell phone at (913) 306-0882.

Student's Responsibility for Housekeeping

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

Facilities Staff

The facilities department employs full-time maintenance technicians to maintain university assets including residence halls. Maintenance technicians may enter residents' rooms to perform routine repairs or improvements during regular university business hours. Maintenance technicians will not be on residential floors before 10 a.m. unless there is an emergency.

Routine and Emergency Maintenance

Maintenance requests or other room concerns (e.g., broken heater, problem with a lock, etc.) should be reported via email to residence life staff in a timely manner. For emergency maintenance concerns, please contact the residence life staff (or public safety). If repairs are not completed to your satisfaction (within one week for regular repairs or within one day for emergencies), notify the Residence Life Office at ext. 6174. Maintenance problems should be reported early and with as much detail as possible in order to avoid damage charges.

Kitchens

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

Laundry Facilities

Coin-operated washers and dryers are located on the ground floor of Maria Hall and every floor in Berkel Hall. Laundry facilities are for the exclusive use of current residential students. Report any machine problems to residence life staff and include the nature of the problem and machine number.

Telephones

Student rooms are not equipped with telephones but can be requested within the first two weeks of a semester by contacting residence life at ext. 6174. If your phone is unplugged, it will be removed.

Lock outs

If you are locked out of the hall or your room, please contact a residence life staff member. Residents are given two (2) free lock-outs each year. Any lock out after that will result in a \$5 fee per lock-out. This includes access to the halls. Residents are not to prop doors or vandalize entrances to gain access to the building. Any student accessing the building by means other than scanning their ID card will be subject to the discipline process.

RESIDENCE LIFE COMMUNITY

Resident will develop relationships with others on several levels of community. These relationships include as roommates and suitemates, as a floor community, as a building community, and as the larger campus community. Being a member of a community means students have the opportunity to learn a great deal about themselves and about other people. In doing so, students get to create an environment that will help them academically, socially, and interpersonally. The key to this kind of success is interaction.

Roommate and Suitemates

Students find very soon that they have things in common with their roommate and suitemates. Students find that they have differences as well. We encourage students to work out differences with roommates and suitemates whenever possible. If students require assistance or mediation, please contact a member of the residence life staff.

Floor Community

In order for all students living on floors to create a community built on integrity and respect, all students have to give some effort to the process of interaction. To get this process started, the residents on the floor will meet on a regular basis. At floor community meetings, all students will have the opportunity to discuss issues of concern, ideas for group activity, agreements for how to live together, and other subjects that impact the floor community. The importance of these interactions is to establish mutual understanding so those individuals can live together more successfully.

COMMUNITY RIGHTS AND RESPONSIBILITIES

As a member of a community, students have the right to:

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

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

Responsibilities include:

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

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

HOUSING ASSIGNMENTS

As of Aug. 1, 2011, the University of Saint Mary is a two-year residential campus. Exceptions to this policy include the following: married students; students who reside with at least one parent or legal guardian in the primary residence of that parent or legal guardian; single parents; those who will be age 21 or over by Sept. 1 or veterans and active duty military. All requests for exceptions to this housing policy must be made in writing to the dean of students. Please see the Student Life Office for current housing prices.

Students may be held responsible for the full cost of a residential room if a Residence Hall Contract is cancelled at or less than thirty (30) days before the start of classes.

The Residence Hall Contract is for the entire academic year (i.e., Fall and Spring semesters). The Housing Contract may only be cancelled by the director of residence life (or designee) provided the student notifies the Residence Life Office in writing at least thirty (30) days before the start of class each semester on proof of one or more of the following occurrences:

- Status change—loss of eligibility, denial of admission, failure to attend, or withdrawal from the university.
- Psychological or medical—determination of an existence of a mental or physical condition that would effectively prevent the student from participating in the educational programs or activities of the university if required to live in a residence hall.
- Marriage—if the student becomes married after signing this offer or Housing Contract.
- Graduation—contract is automatically terminated upon graduation.

Residents should review their housing contract for terms and conditions of the housing contract. Residents may obtain a copy of their housing contract by contacting the Student Life Office.

Living in the residence hall is a privilege not a right. The university may cancel the Residence Hall Contract for the reasons stated above, for disciplinary, academic reasons, or if the university determines that the university or other students are at risk of harm or injury because of the student's continued presence in a residence hall. Any student whose Residence Hall Contract is cancelled will vacate the hall according to the timetable set by the dean of students or designee (usually within twenty-four [24] hours). No fee adjustments will be made if a student is removed from a residence hall for disciplinary reasons.

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

Roommate Assignment

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

A freshmen student will not be assigned a "private room" his or her first semester at USM.

Room Changes

The residence life staff will inform residents concerning the procedures for a room change. A free room change week will be held the second (2nd) week of classes each semester. A resident is allowed one free room change an academic year. Room changes outside of room change week, if approved by residence life staff, will incur a room change fee. Students with a problem or conflict with a roommate or a suitemate, which they are unable to resolve, should contact a residence life staff member. Unauthorized room changes are subject to revocation or a fine or both, and those who have changed rooms may have to return to their original room assignments.

Roommate Departure

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

- If space permits, elect to retain the room as a single by paying the private room charge prorated as of the date the student began occupying the room as a private room second (2nd semester freshmen or upper-class students only).
- Consolidate by moving to fill a vacancy elsewhere on campus.
- Be assigned another roommate in the original room or the room of the new assignment.

Opening and Closing of Residence Halls

Residence halls open and close as follows:

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

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

Housing Contracts

All students living in university residence halls are required to sign a Housing Contract. Any housing outside of the contracted dates will incur nightly rates.

Meal Plan

All students living in campus residence halls must participate in the meal plan. The meal plan does not cover Thanksgiving, Christmas and Spring Recesses, Summer Sessions, and intercessions. Credit is not given for meals not taken. Students who are absent from a meal because of a university-related activity or program or because of illness may receive a sack meal replacement by notifying Dining Services. All freshmen are required to have the 20-meal plan. Upper classmen have the option of selecting the 14-meal plan. Any changes to the meal plan must be completed during the first two weeks of the semester.

Summer Housing

If students interested on living on campus during the summer must contact the Residence Life Office during the preceding Spring Semester. Students rent a room only. Approval for summer housing is at the approval of the director of residence life as space permits. Priority for living space is given to international students and to students participating in summer internships for credit.

RESIDENCE HALL POLICIES

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

COMMON USE AREAS

Common areas such as hallways, recreation rooms, lounges, restrooms, hallways, stairwells, and kitchens are an integral part of the community life. Keeping these areas clean and in good repair is both appreciated and necessary. Lounge furniture may not be removed from its location. Any student found with university furnishings in his/her residence hall room will be subject to discipline. Damage and or excessive cleaning in common areas may result in public area damage fines to all residents of a floor, building, or the campus. Per fire code, all hallway and stairwell lights must remain illuminated while the hall is occupied. Shutting off hall and stairwell lights causes a safety concern. Residents tampering with or removing common area lights are subject to the discipline process.

COURTESY AND QUIET HOURS

Quiet hours will be 10 p.m. to 10 a.m. from Sunday evening through Friday morning and from midnight to 11 a.m. Saturday and Sunday mornings. Courtesy hours are in effect at all times, and residents are expected to be aware that their actions and behaviors do affect other community residents. Noise levels are the shared responsibility of all campus residents. The right to quiet will take precedence over the right to noise.

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

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

Noise coming from the exterior of the halls (car stereos, yelling, etc.) that interferes with the residence halls will be referred to Public Safety and handled through the campus discipline process.

LANGUAGE

Out of respect for all students and staff, residents should use appropriate language while in the halls. Swearing, vulgar, offensive, and/or inappropriate language is not acceptable in a community environment. While in a resident's room, voices should be kept to an acceptable level.

DAMAGE

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

FIRE SAFETY

The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards. Only a "power strip" approved by Underwriters Laboratories, Inc. (UL) that contains its own fuse may be used to obtain additional electrical outlets. The use of an electrical "octopus" (multiple head plugs) is strictly prohibited. The use of extension cords should be kept to a minimum and should never run under carpets or between room furniture. Extension cords must be grounded (three prongs). No household extension cords (2 prongs) are allowed in the residence halls.

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

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

Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense, and gas lanterns are **not permitted** in or around the residence halls. Containers of flammable liquids or volatile toxic materials like gasoline or kerosene are **not permitted** in the residence halls.

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

Tampering with any university electrical equipment including breaker boxes and outlets or with electrical equipment of another resident is prohibited.

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

For fire and tornado information see the Fire Safety and Weather Procedures section of this handbook.

FURNITURE AND ROOM DECORATIONS

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

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

- Alcoholic beverage containers are NOT acceptable for decorative purposes student rooms no matter what the age of the student. Residents may not have collections of cans, bottles, or containers.
- Beer "bongs," beer pong tables or other binge drinking/drinking game items are not allowed in student rooms, no matter what the age of the student.
- Hookah single or multi-stemmed water pipes for smoking are not allowed in student rooms.
- Residents are not permitted to hang items from the ceiling, including such things as plants, parachutes, blankets, and similar items.
- Wood paneling is not permitted.
- Double-sided carpet tape is prohibited because it is difficult to clean and often results in students incurring room damage charges.
- Students are not permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.
- The outside of room doors and windows are visible to all members of the community, and as such, decorations should be kept to a minimum. Residents will be asked to remove any materials that place the residents in violation of university policy, the law or are in poor taste. The student life staff also may enter rooms and remove such items with or without the permission of the resident.
- Decals, bumper stickers, and contact paper may not be affixed to university property.
- It is recommended that masking tape be used to hang posters and pictures. Sticky-tack putty can cause significant paint damage and should not be used. Reusable release hooks can be used, but students are responsible for any damaged they cause.
- The use of dartboards in rooms often leads to damage to the room and injury to persons and therefore is not allowed.
- Live Christmas trees are not permitted in student rooms or common areas of the floors because they create a fire hazard. Christmas lights must be UL approved for indoor use and should be plugged in only when resident(s) are present.

For questions regarding the appropriateness of decorations, please contact the residence life staff.

SPORTS ACTIVITIES

Activities such as skateboarding, riding a scooter, water balloons or fights, water guns, bike riding, throwing Frisbees, playing hacky-sack, throwing, bouncing, hitting or kicking balls, golf, and similar recreational or sport related activities are not permitted in the residence halls. Special care should be taken when engaging in these kinds of activities adjacent to any campus building.

ROOM KEYS

Residents are issued a room key and a student ID card that will enable them to access their residence hall. Room keys and ID cards remain the property of the university and may not be duplicated or modified in any way. For safety reasons, please immediately notify residence life or public safety when you lose/misplace your ID card or keys. Lost keys will result in a lock change and a corresponding charge.

LOFTS

Students are not permitted to purchase or construct their own lofts in Maria Hall. Loft pieces are provided and must remain in the room with each bed in Berkel.

PAINTING

Students may not paint their rooms.

PETS

Students are not allowed to have pets or any other animals, except freshwater fish, in the residence halls. Fish tank capacity must not exceed ten (10) gallons. During Christmas break, everything in the room, including fish tanks, must be unplugged. If this will create a problem, arrangements should be made ahead of time to remove the fish. The university is not liable for injury or death of any fish in the residence halls. Please see the Student Life Office with any questions.

FINALS WEEK

During finals week, special policies are in place (Quiet Week is established) to promote maximum studying (during finals week). 23-Quiet Hours start when quiet hours begin the Friday night before finals and lasts through the end of finals. Noise heard one door down will result in automatic discipline under the university disciplinary policies. Quiet hours will be in effect twenty-three (23) hours each day. Relief hour will be nightly from 9-10 p.m. No alcohol is allowed in the halls during finals week. This policy also applies to those 21 years old or older.

ROOFS, LEDGES, WINDOWS, AND ATTICS

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

ELEVATORS

Elevators are provided as an amenity in the halls and residents are expected to use the elevators appropriately. Residents should not hold the door open for an extended period of time causing the alarm to go off. The emergency alarm and call button in the elevator is to be used during emergency situations only. Inappropriate activities include jumping, rough housing, yelling, urinating in, disposing of trash in and banging around in the elevator. Residents will be held responsible for any damage caused to the elevator and misuse will result in the elevator being taken out of service.

ROOM CONDITION REPORTS

The Residence Life Office uses the Room Condition Report form to record any damages and to determine any charges when residents check out of their rooms. Residents should take special care to complete a detailed description of their room's condition prior to occupancy to protect against inappropriate damage charges when they move out. Residents are responsible for returning their Room Condition Report within 24-hours of moving into a room. Changes may be made to the Room Condition Report up to 48 hours after moving into a room. See the Room Condition Report for instructions. If a Room Condition report is missing or incomplete, the Residence Life Office will assume the room was in perfect condition at the time of check-in, absent convincing evidence to the contrary.

ROOM ENTRY

All residence hall rooms are the property of the university and under its custody and control. Accordingly, all rooms are subject to entry by authorized staff with reasonable cause. Access may be made to unlock a bathroom door for a suitemate, to switch a breaker, to shut off a noise originating for a room, to inspect for a believed policy violation, to determine a resident's safety, maintenance concerns, or any other reasonable need.

SOLICITATION POLICY

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

VISITATION, ESCORT POLICY, AND OVERNIGHT GUESTS

Visitation Policy

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

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

Male residents/guests may not be on a female floor outside of visitation hours. Female residents/guests may not be on a male floor outside of visitation hours.

Guest Registration

All residents are required to register their guests beginning at 8 p.m. Residents will register their guests with the resident assistant on-duty. Any violations of the guest policy may result in sanctions, a fine, or both.

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

Escort and Sign-In Guests

All residence hall visitors or guests who are not USM students must be escorted by the host resident at all times when in the residence halls. Escorting a guest or visitor means walking the guest or visitor from room to room, from floor to floor. When entering the residence hall, an unescorted visitor or guest must enter through the main lobby entrance of the hall and call his/her escort on one of the house telephones located in the main lobby. Residents must sign-in guests by calling the on-duty cell phone number: (913) 306-0882. The host's name, room number, name of guest(s), time in and time out, and date must be provided. Escorting is to begin and end in the main lobby or at the outside entrance of the residence hall. All visitors to the residence halls must present identification upon request and comply with university policies.

Commuter Student Visitation

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

Overnight Guests

Guests of the same sex as the University of Saint Mary resident may stay in the resident's room for a maximum of three (3) consecutive nights per individual guest per semester for a total of six (6) nights per semester for all guests of that student. Family members of the opposite sex may stay in a resident's room with the permission of the other roommate in that room. Additional nights may be requested in writing to the dean of students. The dean of students has final approval. Guests must be

escorted at all times. Residents are responsible for the behavior of their guests. All overnight visitors must be registered with the person on duty. Any violations of the overnight guest policy may result in sanctions, a fine, or both.

Non-Resident's Behavior

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

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

APPENDIX A

Residence Hall Room Damage Charges

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

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

ITEM	DAMAGE CHARGES
Walls:	
Chips-Repainting	\$50-125/wall
Entire room repaint	\$325
Nail holes	\$10 per hole
Replace message/bulletin boards	\$30-\$50
Doors:	
Room replace with hardware	\$525
Nail holes, dart marks, minor damage	\$75 - \$200
Closet or interior bathroom	\$300
Door knobs	\$75
Beds:	
Assemble or disassemble	\$25
Bed frame & spring	\$250
Mattress - replace	\$150
Damage/stains	\$20-100
Mattress cover	\$25
Desk:	\$200
Desk chair:	\$100
Chest of drawers:	\$200
Blinds:	\$100
Wands	\$10
Windows	\$145 - \$360
Screens	\$50
Mirror	\$100 - \$200
Floor and/or floor tile	\$10 per tile
Smoke detectors	\$50
Rooms:	
Extra dirty/cluttered	\$35+
Personal effects left	\$50+
Improper checkout	\$25
Keys:	
Core change	\$50
Mailbox key	\$10
ID card	\$8

*The listed prices are estimates only and are subject to change without notice. The maintenance department reserves the right to charge more than indicated in special or extreme cases. Direct all questions concerning residence hall charges to the Residence Life Office.