



2015-2016 OLLU STUDENT HANDBOOK

The Student Handbook provides information about University services and policies and includes student rights and responsibilities. Subsequent editions supersede the policies and procedures contained herein.

Each student is obligated to apprise him/herself of and comply with all University rules, regulations and policies. Students are individually responsible for understanding and exercising their rights, fulfilling their obligations and respecting the rights of others. Lack of knowledge of a University policy will not be accepted as an excuse for failure to observe it.

This publication does not constitute a contract, either explicit or implicit, nor does its possession by an individual imply admission to the University. Rather, this publication serves as an agreement between the University and its students to honor the standards set forth in the following pages. By enrolling voluntarily in an institution that embodies these standards, students commit to understanding and abiding by the same, as well as accepting responsibility for personal behavior. Students who find their personal values incompatible with and are unable to respect those of the University may wish to pursue their education at another institution more attuned to their own personal values.

The policies, procedures, statements and guidelines contained herein are subject to continued review and evaluation by relevant University officials. The University reserves the right to modify, mend or revoke such policies, procedures, statements and guidelines without notice or obligation. Unless noted otherwise, the facilities and services detailed herein are available on the University's main campus in San Antonio.

Academic policies, procedures and regulations are published biennially by the Office of the Registrar. Academic publications include the "Our Lady of the Lake University Undergraduate Catalog" and the "Our Lady of the Lake University Graduate Catalog."

The Student Life Office strives to maintain the highest standards of accuracy in all its disseminated information. For questions or comments regarding this publication, contact the following:

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Our Lady of the Lake University believes in equal access to education and does not discriminate against members of any group because of their race, color, religion, gender, national origin or physical ability. The University follows Department of Education guidelines: Executive Order 11246 of October 1, 1972; Title IX of the Educational Amendments of 1972; and subsequently issued federal guidelines and regulations.

Our Lady of the Lake University Student Handbook

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UNIVERSITY OVERVIEW

The Mission Statement of Our Lady of the Lake University

As a Catholic university sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a community whose members are committed to serve students by:

- Ensuring quality, innovative undergraduate and graduate learning experiences;
- Fostering spiritual, personal, and professional growth; and
- Preparing students for success and continued service.

Approved by the Board of Trustees, May 27, 2010

Vision Statement of Our Lady of the Lake University

Inspired by Catholic values and the heritage of the founding Congregation of Divine Providence, Our Lady of the Lake University is a community called to transform individuals as they discover their purpose in life. We aspire to be nationally recognized for our distinctive programs, our expertise in Mexican American culture, and our diverse graduates who lead and serve with faith and wisdom to improve the world.

Approved by the Board of Trustees, May 22, 2008

Core Values of Our Lady of the Lake University

Our Lady of the Lake University is a Catholic community with a faith in a Provident God at its roots. The quality of our relationships defines our work toward the Mission and the Vision. Our core values, listed below, reflect what we believe and live in our daily lives as board of trustees, faculty, staff, and administration of Our Lady of the Lake University.

Community: We are a community who values and expects:

- Respect for diversity of experience, thought and expression
- Transparency and accountability; and
- Productivity, creativity and innovation

Integrity: We engage in consistent, professional practice throughout our relationships that involve:

- Honesty, openness, and ethical behavior; and
- Congruence between ideals and behavior

Trust: We recognize our individual and collective roles and responsibilities. As loyal and contributing members of the university, we demonstrate:

- Conscientious in performing our duties;
- Accountability to one another; and
- Responsibility for University resources

Service: We are each called to share our resources through:

- Use of our personal skills and knowledge for the benefit of others; and
- Promotion of the common good of the University and external communities.

The History and Heritage of Our Lady of the Lake University

The Congregation of Divine Providence founded Our Lady of the Lake University of San Antonio in 1895. Mother St. Andrew Feltin, CDP, and other sisters of the Congregation, a religious order begun by Fr. John Martin Moye in 18th Century Lorraine, France, first arrived in the United States in 1866. Their initial establishments were in Austin and Castroville, Texas. In 1883, the Congregation became incorporated by the State of Texas for the purpose of granting diplomas and degrees. By the 1890s, the

Congregation made plans to transfer its Motherhouse from Castroville to the western edge of San Antonio.

Mother Florence Walter, CDP, and Sr. Philothea Thiry, CDP, broke ground on the Main Building in 1895. On September 1 of the following year, Our Lady of the Lake Academy (high school) opened its doors to 20 students under the leadership of Sr. Scholastica Schorp, CDP, the Academy's first principal. Sr. Angelique Ayres, CDP, and Sr. Philothea Thiry, CDP, established a two-year, college-level curriculum in 1911 to educate novices into the Congregation. Fr. Henry A. Constantineau, OMI, DD, was chosen as Our Lady of the Lake College's first president. Rosalie McNelly (later Sr. Mary Presentation McNelly, CDP, PhD) was the first and only student when the College opened. The following year, enrollment was broadened to include lay students. In 1919, the College expanded its curriculum to offer a four-year, college-level program after receiving membership in the Texas Association of Colleges. In 1923, the College became the first institution of higher education in San Antonio and the first Catholic institution of higher education in Texas to receive regional accreditation by the Southern Association of Colleges and Schools. Graduate-level courses were first offered in 1942. Although graduate programs were coeducational since their inception, undergraduate programs did not become coeducational until 1969. The Academy closed its doors in 1966, 70 years after greeting its first students.

In 1975, the College evolved into Our Lady of the Lake University at the direction of the Board of Trustees, reflecting the institution's expanded academic offerings. The University offered Texas' first Weekend College program in 1978. The program was expanded to Houston in 1986 and Rio Grande Valley in 2008, respectively. In 1990, the University offered its first doctoral-level program. The year 1995 saw commemoration of the University's Centennial, from its humble beginning as a high school for 20 female students to a comprehensive regional university of over 2600 male and female students pursuing bachelor's, master's and doctoral degrees on two campuses in the state of Texas. The University's San Antonio campus is a 52-acre residential community bordering Lake Elmendorf, named in honor of Henry Elmendorf, the San Antonio mayor who donated 16 acres of land to the Congregation in 1895. The University's colors are blue and white, the traditional colors of the institution's namesake, Mary, the Mother of Jesus Christ. The University's National Association of Intercollegiate Athletic (NAIA) teams name is the Saints. Undergraduate and graduate programs are offered on a two-semester academic calendar. Academic programs are organized into four colleges and schools: the College of Arts and Sciences, the School of Business and Leadership, the School of Professional Studies, and the Worden School of Social Service.

The University is governed by the Board of Trustees, a body independent of the University's founders and sponsors, the Congregation of Divine Providence. The President serves as the University's chief executive officer. Appointed by and reporting directly to the Trustees, the President is responsible for implementing policies approved by the Board. The President serves as the University's operations officer and is responsible for the Divisions of Academic Affairs, Enrollment Management, Finance and Facilities, and Student Life.

The Providential Character of Our Lady of the Lake University

Our Lady of the Lake University, an institution of higher education in the Roman Catholic tradition, takes its identity from its founders and sponsors, the Congregation of Divine Providence. Founded by Blessed John Martin Moye, the Congregation's earliest sisters were women so zealous for God's Word that they abandoned all earthly possessions in exchange for serving the physically and spiritually poor. Guided by a strong confidence that God's Divine Providence would sustain them, sisters of the Congregation have responded to the needs of the time through active ministry and service since their founding in the 18th century. In each successive generation of students since its establishment, the community of Our Lady of the Lake University has pursued in its academic programs the search for truth and has instilled in its members a dedication to service for others in this same spirit of Divine Providence.

STUDENT SERVICES, CAMPUS FACILITIES AND GENERAL INFORMATION

Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) is located in Sueltenfuss Library 101 and offers services through the Mary Francine Danis Writing Center, the Peer Tutoring Center, and the Math Center/Supplemental Instruction Lab. Through individual tutorials, study groups, and workshops, ACE's professional and peer staff engage students in conversations that encourage and support mindful, self-aware thinkers who employ logic, analytics, creativity, and honesty as they study, write papers, prepare presentations, and develop academically, personally, and professionally. ACE fosters open communication, intellectual curiosity, and personal discovery that serve OLLU and our larger community.

Academic Counseling and Retention Services

The Academic Counselors assist students with a multitude of support services such as completing the enrollment process which include placement testing, academic advising and registration. The counselors also facilitate the Applications of Learning, First Year Experience Course which focuses on building the skills necessary to become a successful college student. The Academic Counselors provide individualized support to students and also serve as student advocates.

Academic Grievance

An academic grievance is an allegation that something has occurred that violates existing University academic policy or established practices, or is intrinsically wrong. Grievable academic issues include but are not limited to complaints about alleged violations of the institution's academic policies (e.g., application of grading policies), unfairness in the application of policies (e.g., accusation of plagiarism or cheating), or other academic matters.

Academic Integrity

Academic dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between Academic Dishonesty, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Life. Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or lesser penalty as appropriate. Academic cheating means an act or attempted act of deception by which a student seeks to misrepresent information. Plagiarism means the inclusion of someone else's words, ideas, or data as one's own work.

Academic Policies

Refer to the "Undergraduate Catalog" and "Graduate Catalog" for specific academic regulations and procedures such as: academic advising, registration, class attendance, withdrawing from a class, repeating courses, assessment and examinations, grading system and GPA.

Admissions Office

The Admissions Office provides assistance to traditional, transfer, graduate and international students including admissions counseling, campus tours, financial aid, housing and orientation information. Students who intend to take their courses on the weekend are assisted by personnel in the Graduate Admissions Office.

Athletic Department

Our Lady of the Lake University participates in the National Intercollegiate Athletic Association, is a Red River Athletic Conference member and competes against schools from Texas, Oklahoma, Louisiana and New Mexico. The purpose of intercollegiate athletics is to provide an opportunity for each student-athlete to develop his/her potential as a skilled performer in a highly competitive yet, educational setting. Educational opportunities provide experiences in which student-athletes encounter a progression in self-discovery, growing emotionally, socially, and intellectually, in conjunction with the intercollegiate athletics program. Please contact the Athletic Department for more information about the sport programs offered. The Athletic Director's office is located in Providence 104.

ATM Service

The Business Office offers ATM (automatic teller machine) service to the University community. Withdrawals may be made at the machine located in the Main/Moye Hall Breezeway. Service fees may apply.

Bookstore

The University Bookstore is operated by a third party vendor and is the one-stop shop for all new and used text books, academic supplies and electronics. Additionally, the bookstore is your place to find official OLLU gear; including insignia clothing, accessories, diploma frames and much more. Order textbooks at www.ollusabookstore.com and be the first to reserve new and/or used textbooks. Special order of books or materials can be accommodated by bookstore management. All students wanting information regarding refunds and buybacks should contact the university bookstore.

Campus Recreation Office

The Office of Campus Recreation is located in the UWAC and offers an array of co-educational competitive club sports and recreational activities. Opportunities for involvement in Campus Recreation programs include the following:

- Intramural sports include both competitive and recreational play for team sports, individual and dual sports, and special events structured in league or tournament formats. The intramural sports program is designed to complement the academic curriculum by providing opportunities to engage in physical fitness activities and develop socially with members of the OLLU community.
- Club sports provides opportunities for OLLU community members to participate in competitions that will challenge the members to learn new team skills, practice with club members, and compete against other clubs and universities in the surrounding area. Club sports offered include basketball, cheer, dance, and bowling.
- Group fitness classes are offered to the University community throughout the academic year. Classes vary from total body conditioning, kick boxing, yoga, and body sculpting.
- Fitness programs promote health and wellness by encouraging participation in cardiovascular activities, strength training and flexibility through balance of the mind, body and spirit.
- Informal recreation hours are set at the UWAC for University community members to play basketball, volleyball, indoor soccer, and racquetball. Participants also have access to the weight room and cardiovascular equipment. Reservations for the tennis courts, racquetball court, softball field and soccer field can be made through the Campus Recreation Office.

Center for Career Development & Testing (CCDT)

The Center for Career Development & Testing (CCDT) delivers career development programs as well as testing and assessment services to OLLU students, alumni, and community members in San Antonio and across the country. The CCDT supports career skills and development programs, fosters effective internship search strategies and networking practices and provides testing services to assist our community members advance in their academic and professional goals. The Center for Career

Development & Testing offers extensive career development services for OLLU students and alumni such as Career Advising, Resume Development, Interview Preparation, Career Maps, Internship/Career Resources, and a Parent Portal. Testing Services offered are: College-Level Examination Program Test (CLEP), Miller Analogies Test (MAT), American College Testing Residual (ACT), Correspondence Exams, OLLU Faculty Exams, and Accuplacer.

Center for Service-Learning and Volunteerism

The Center for Service-Learning and Volunteerism (CSLV) is located in the Worden School Building and promotes student success and personal development by cultivating meaningful academic service-learning partnerships and volunteer opportunities between students, faculty and the community — primarily in San Antonio's Westside. The CSLV advocates for university-wide participation in community service and other socially responsible activities. Acting as a resource on community agencies, service opportunities, academic service-learning, and other means of public service, the CSLV empowers the University community to become leaders in affecting social change and to develop a lifelong commitment to service. The CSLV coordinates the following services and programs:

CSLV Clearinghouse

The CSLV provides ongoing posting and promotion of volunteer opportunities for both individuals and groups. The CSLV also tracks service hours of all students who register service projects and can print service transcripts for students to include with job applications, scholarships, etc.

vOLLUnteer Unity Council (VUC)

This chartered student organization organizes and promotes a variety of service projects every weekend of the school year and coordinate the annual vOLLUnteer IMPACT university-wide service project and OLLU Make a Difference Day. In addition, the VUC supports campus groups who organize group service projects, university-based public awareness, and social justice initiatives. Stop by our office to sign up.

Academic Service-Learning

Service-Learning enhances academic learning by linking classroom theories and concepts with hands-on practical experiences while encouraging students to use their education in response to community needs. The CSLV works with faculty, students, and community agencies to create these learning experiences that provide service.

Center for Women in Church and Society

The Center for Women in Church and Society is located in the Elliot House and seeks to expand the participation of women in both church and society by providing educational forums and programs that model women as scholars, religious leaders, civic advocates and leaders in their respective professions. Center resources are available to promote research, networking and advocacy for the success and wellness of women in society. Speakers and artists are featured to promote conversation and mentoring between students, staff, faculty and community leaders. The Center provides meeting space for women's writing groups, prayer and reflection activities, and special meetings of on-campus and off-campus organizations. The Center is a partnership between the University and the Congregation of Divine Providence.

The Sisters of the Congregation of Divine Providence are a community of women with a variety of family and ethnic backgrounds, called from diverse walks of life, and dedicated to furthering the mission of Jesus in our world. They embrace their charism of complete trust in a provident God-guiding, loving and caring for all creation. Theirs is a life of community, prayer, study, service and commitment. For the sake of their mission, they are bound to one another in a community life by public profession of the vows of poverty, celibacy and obedience. For information on membership in the Congregation of Divine Providence, contact the Office of Vocation Ministry at Our Lady of the Lake Convent.

Change of Student Information

Changes in students' information including name, home address, phone and cell numbers, major/minor specialization/concentration, advisor, and marital status should be reported to the Registrar's Office in the Walter Center. Requests must be submitted in writing. Alternatively, students can update their home address and phone numbers using the OLLU portal.

Commencement

OLLU's Commencement ceremonies are coordinated by the President's Office, the Registrar's Office and the Student Life Office. Commencement ceremonies include: graduation rehearsal, ring blessings, baccalaureate and graduate liturgies, and fall and spring commencement services.

Community Counseling Service (Off-campus location)

Community Counseling Service is the University's primary training site for graduate and doctoral counseling psychology students. Community Counseling Service is primarily concerned with addressing the underserved counseling needs of the Westside San Antonio community. Services offered by psychologists, marriage and family therapists, professional counselors and doctoral and master's level graduate students include confidential individual, couple, marital and family counseling, as well as psychological testing and biofeedback services. Community Counseling Service is a component of the School of Professional Studies and is located at the Holy Cross Family Practice Clinic (590 N. General McMullen). The phone number is 210-434-1054 and appointments are scheduled Monday through Friday.

Computer Services

OLLU's mission statement calls for "excellent teaching through traditional and innovative educational programs" which the ITS Helpdesk will continue to support by developing and maintaining OLLU's computer labs and technology-enhanced classrooms. In addition, the TLTC (Teaching Learning Technology Center) continues to explore instructional technologies to create a *high-quality* educational experience for OLLU students and the OLLU community.

Instructional technologies available that help make the teaching and learning experience the best it can be include: streaming multi-media, digital classroom capture, two-way video, high quality instructional and dedicated student-use computer labs, training facilities, presentation AV, a Course Management System and Lake Online.

On-site technical support, one-on-one and group training, consulting services and technology planning are coordinated by the TLTC, the ITS Helpdesk, and Media Services. Any of these services can be requested by sending an email to helpdesk@ollusa.edu.

Counseling Services

Delivering short-term, developmentally-focused counseling for students is the Counseling Services Office primary purpose. The Office, located in Providence Hall, offers students the opportunity to identify factors that contribute to their difficulties and to deal more effectively with psychological, behavioral, interpersonal, and situational causes of those difficulties. Counseling helps students to pinpoint problems and understand aspects of the problems that may be improved. After an assessment, professionals may refer a student to more appropriate services in the community if the assessment reveals that the student's needs exceed what the Counseling Services' short-term model and staff specialty/expertise provide.

Counseling Services employs professionals who adhere to the highest ethical standards. The scope of service for students currently enrolled in classes includes: brief individual counseling, group counseling, workshops and educational programming, crisis services when school is in session, initial interview assessment, recommendations, referrals and consultation.

Death or Serious Illness in the Family

If a student experiences a death or serious illness in the family, the student, a friend or a faculty/staff member who becomes aware of the situation should notify Campus Ministry or The Student Life Office. Notifications to the student's instructors, employers and resident assistant (if applicable) may be made in addition to notifying those in the University who can offer support services to the student or family. The Student Life Office works with the Academic Affairs Division to provide support services. Notification does not exclude the student from responsibility for making up work that is missed, which must be arranged between the student and individual instructors.

Dining Services

There are a variety of foodservice operations on campus. Sister Annie B's Dining Hall is located in the Main Building. Dining services are open seven days a week and meals include: breakfast, lunch and dinner. During semester breaks, some holidays and short intervals during the summer hours, the dining services hours of operation may be adjusted. Food options include: salads, grill, pizza, pasta and a main entree line with traditional favorites. Residents are required to purchase a meal plan, which is based on a declining balance system. There are also plans for commuters, faculty and staff. Refer to the "Resident Student Policies and Procedures" handbook for additional information on food service policies.

Disabilities Services

The Student Success Center provides accessibility to students requiring accommodations through the provision of a wide variety of services tailored to each student's documented needs. To qualify for services, students must provide appropriate documentation of a disability at the time services and/or accommodations are requested. Upon completion of the verification process, staff will forward a letter that lists the services and accommodations that are deemed reasonable. The letter is distributed to the student, relevant campus offices that provide services, the dean who oversees the division in which courses are taken, and the professors who teach the class.

Duplication Center

The Duplication Center is located in St. Ann's Building and serves the University's duplication, binding and laminating needs. Services are also available for the personal needs of students, faculty and staff members. All materials to be duplicated must be camera ready. Hours of operation are Monday-Friday, 8 a.m. to 5 p.m., subject to University holidays. The Duplication Center provides over-the-counter and self-help duplication service. Ancillary services are also provided, within the limitation of existing resources. Additional copy machines are located in the Sueltenfuss Library.

Departmental copiers are located at various points around campus. Material and technical support for these copiers are provided either directly by the Print Shop or through the intervention of the contractual maintenance provider. Duplication Services oversees the lease and the maintenance contract for these copiers, as well as providing minor technical help to departments in order to minimize copier down time.

Email (Network Access Accounts)

University offices and faculty use OLLU e-mail as the official means of communicating with all students. It is important that all students check their OLLU email regularly by logging in at www.ollusa.edu.

All students are assigned an e-mail network access account after registration as part of their acceptance package. E-mail network access accounts are free of charge and remain active for the duration of the student's enrollment at the University. Students who graduate may continue accessing their email account for a period of 90 days after graduation, after which the account will be closed.

Other basic instructions and policies are available on the ITS web pages. While using this account, students agree to abide by the current "Technology (Acceptable) Use Policy of University Computing Resources," found later in the unabridged Student Handbook and also on the ITS web page under "policies." Students should also be aware that their OLLU e-mail address is considered "directory information." Though not encouraged, offices may release that information without a student's consent, unless the student has followed the Registrar's procedures to withhold the release of directory information.

Emergency Procedures for Students

Basic Emergency Procedures

The most important thing to remember in any emergency is to remain calm. Confusion and fear will do nothing to alleviate personal discomfort or the discomfort of others. Irrational behavior may put lives in serious jeopardy. The following basic steps can apply in any emergency situation:

1. Assess the scene.
2. Call University Police at their emergency number: 433-0911.
3. Off-campus, call 911.
4. When calling in an emergency, be calm and give the best description as possible as to the location, number of participants involved and remain at the scene until the University Police arrives.
5. Care for any victims within your capabilities as long as doing so will not endanger lives.

** The University Policy non-emergency number is (210) 431-4022. They are available 24 hours a day, 365 days a year.*

Enrollment Management

The Enrollment Management Division includes the Undergraduate, Graduate, Financial Aid Offices and Student Employment Office that serves students' needs in assistance with the campus enrollment process.

OLLU's traditional undergraduate and graduate students in San Antonio prepare for careers and fulfilling lives through quality programs, academic advising, service learning, internships, and a supportive campus community. Students in San Antonio, Houston and the Rio Grande Valley are taught by the same quality faculty as traditional students through an innovative schedule that meets every other weekend and provides students with career enhancement and advancement. The University also offers options for online learning.

Fax Services

The University Post Office in the lower level of Providence Hall offers fax service to the University community. Faxes may be sent and received for applicable fees.

FERPA (Family Education Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law (also known as the Buckley Amendment) which protects the privacy of a student's educational records. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA entitles students to withhold release of directory information. Directory information is defined as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed" (1988 Final Regulations). Our Lady of the Lake University public or directory information includes: student's full name, address (local, permanent, e-mail), telephone listings (local, permanent), email address, date and place of birth, major field of study, degrees and awards received, dates of attendance, most recent school attended, classification,

photographs, weight and height of members of athletic teams and participation in officially recognized activities and sports.

Financial Aid

The Financial Aid Office awards financial aid to eligible students. Financial assistance programs include grants, scholarships, loans and work-study which assist with tuition and education-related expenses. To be considered for federal, state, or institutional programs, you must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority filing deadline of May 1st, each year. Forms are available beginning in January of each year. Early application is encouraged as awards are made on a first-come, first served basis until all funds have been exhausted. Information, applications and assistance are available in the Financial Aid Office.

Verification

The federal processor randomly selects students for verification. Students should read their Student Aid Report (SAR) carefully to check for accuracy of information provided. Additional documentation will be requested by the Financial Aid Office. Students selected for verification will not be awarded financial aid until the verification process has been completed.

Special Circumstances

Eligibility for aid is based on the income and asset data reported on the completed FAFSA. If income has decreased or if there are other special financial circumstances that were not taken into account on the FAFSA, students may qualify to have financial need recalculated. For information on which types of circumstances qualify for recalculation, please inquire in the Financial Aid Office or visit the webpage at www.ollusa.edu.

Satisfactory Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) in order to remain eligible for financial aid. This policy defines minimum standards for grade point average, ratios of completed credits to attempted credits, and maximum time frame for completing a degree. Please visit the Financial Aid webpage for the complete SAP policy.

Financial Aid Return of Title IV Funds Policy

Withdrawing from ALL courses during a term may result in a change in institutional charges and reduction in financial aid. Federal Regulations mandate that financial aid will be reduced for financial aid recipients who withdraw from all classes before completing 60 percent of the term (based on the number of days in the term). The Financial Aid Office will calculate the percentage of the term completed to determine the amount of aid applicable to the completed portion of the term. The unearned portion of the financial aid award must be returned to the appropriate funding sources (federal, state and institutional). If funds have been awarded for indirect costs (those not related to tuition, fees and books) a percentage of these funds may also need to be returned. As a result, students may be required to return large sums of funds to federal, state and institutional programs. The student will be billed for the amount owed to the Title IV programs and any amount due to OLLU resulting from the return of Title IV funds used to cover OLLU charges. Prior to withdrawing from all classes, students should contact the Financial Aid Office. Withdrawal can result in a reduction of funds as well as having a significant impact on future financial eligibility (see Satisfactory Academic Progress Policy in the University Bulletin). Complete financial aid regulations on withdrawals and Return of Title IV Funds Policy are available in the Financial Aid Office.

Partial Withdrawal

In certain situations, a student may find it necessary to reduce course load due to personal, financial, or academic reasons. Students contemplating such a reduction in hours must notify the Financial Aid Office to determine what implications such action will have on their financial aid. Certain financial aid programs

require specific minimum hours of enrollment to be eligible for and to continue receiving those funds. Students who do not notify our office prior to dropping a course(s) may incur an unexpected financial obligation to the University. If a professor withdraws a student from class due to non-attendance, there may be financial aid implications. Please check with the Financial Aid Office.

Veterans Services

Information and assistance to students with Veterans Educational Benefits is available in the Financial Aid Office. Prior credit earned through formal military services school courses is granted through the Registrar's Office as recommended by the American Council on Education. Credit is also given for acceptable scores on the Defense Activity for Nontraditional Education Support (DANTES) standardized tests.

Concluding Note

Students have the right to understand the entire financial aid process. Questions are always welcomed. Please feel free to call the Financial Aid Office at ext. 3960, or meet with the Financial Aid staff for any information or advice related to the costs of your education at Our Lady of the Lake University. We are located in the Walter Student Service Center, Room 105. Visit the Financial Aid webpage at www.ollusa.edu for more detailed information.

Fundraising and On-Campus Collections

All student organizations must secure authorization for any on-campus collection and fundraising activities with the Student Leadership and Development Office. "Fundraising Project Authorization Forms" must be submitted no later than 14 days prior to the proposed project for consideration. If the project is charitable in nature, a "Request for Service Project Approval Form" must also be submitted to the Center for Service-Learning and Volunteerism at least two weeks before the first collection date.

Health Insurance Requirement (Mandatory)

The University no longer requires proof of health insurance as a condition of enrollment except for student athletes and international students. Proof of current coverage is required for athletes to participate within any OLLU Athletic Program. Mandatory enrollment in Student Assurance (OLLU's insurance provider) is required for international students and will be billed on the student's billing statement. (*Note: There is a 2014 federal individual mandate that requires most Americans to maintain "minimum essential" health insurance coverage.*) Health Insurance may be purchased from the private marketplace, the ACA marketplace or through Student Assurance Insurance (www.sas-mn.com or 1-800-328-2739). Questions can be directed to the Office of Health Services, 210-431-3919 or email: healthservices@ollusa.edu

Health Services

The mission of the Office of Health Services is to provide quality health care and to promote wellness for the entire campus of Our Lady of the Lake University. The Office of Health Services is committed to the respectful care of OLLU community members. It is located in the UWAC, Room 112 and is available to any current student, faculty or staff member, regardless of insurance type. A Nurse Practitioner is available by appointment. Health promotion and disease prevention are emphasized. Campus injuries and emergencies are evaluated by the Nurse Practitioner. All visits are confidential.

Services include the following:

- Physical exams
- First aid for minor injuries
- Treatment for acute illness and monitoring of stable chronic illness
- Blood pressure monitoring /diabetes screening
- Lab work/immunizations
- Referral services

- Nebulizer treatments for acute asthmatic illness
- Prescriptions when determined necessary by the Nurse Practitioner
- Self-help medications
- Health promotion/disease prevention information
- Health counseling/nutrition and diet counseling
- Referrals to outside providers when necessary

Help Desk

The **OLLU Help Desk** is the primary point of contact for instructional and communication technologies at Our Lady of the Lake University and provides general computer technology hardware and software support for all OLLU students, faculty and staff.

The Help Desk assists in the use of e-mail, world wide web (www), operating systems, word processing, network connections, disk recovery, file translation and virus eradication. The goal of the OLLU Help Desk is to provide timely resolution on all technology-related issues, and provide first-class support for educational technology initiatives at OLLU.

Identification Cards

All University students must obtain and at all times carry a current University ID card as proof of their right to use University facilities and to attend University events. ID cards must be produced upon request by any University official. ID cards are non-transferable. Students allowing others to use their ID cards are subject to disciplinary actions. ID cards are issued during orientation periods and are distributed free of charge to all students. A fee will be charged to replace lost ID cards. For additional information contact the IT Helpdesk.

Immunization

ALL (undergraduate, graduate, Ph. D, online students and weekend college) students currently enrolled or enrolling in OLLU, regardless of age, must submit the Meningitis Verification Form to the Health Services Office. Be sure to attach required documentation, which should be mailed, faxed, emailed or hand-delivered to the Office of Health Services. Entire medical history is not required. Contact the Health Services Office for additional information on immunization.

International Folk Culture Center (IFCC)

The IFCC offers recreational international folk dancing and related music activities. The International Folk Culture Center (IFCC), Inc. was created in 1995 to promote friendship and unity through music and dance. Seminars, workshops, concerts, festivals and other cultural opportunities will be offered regularly to nurture the IFCC mission of international friendship and understanding through the sharing of dance, music and culture.

Lake Elmendorf

Lake Elmendorf, located on the northern perimeter of campus, is named for Henry Elmendorf, the San Antonio mayor who donated land for construction of the University's original buildings in 1895. Swimming, diving and otherwise entering the waters of Lake Elmendorf is prohibited by city ordinance. The potential for snakes and hidden debris presents a danger to those entering the lake. Failure to comply may result in University sanction and city citation.

Library

The University's academic centerpiece is the Sister Elizabeth Anne Sueltenfuss Library, named in honor of the University's fourth President, Sr. Elizabeth Anne Sueltenfuss, CDP, PhD. Study areas and collections are located on the 2nd and 3rd floors. The Library's home page (lib.ollusa.edu) provides

access to print, multimedia and online resources, borrowing policies, hours and specialized services. Off-campus access to databases requires a valid OLLU e-mail account. The Library participates in the state-wide TexShare program that allows OLLU students to check out books from other Texas libraries. Librarians are on site seven days a week and are here to assist with library research questions in person, by phone or e-mail. The Library also features a multimedia computer lab (1st floor) and an information skills lab (2nd floor). A late night study room/computer lab on the first floor is open to registered students after library hours 24 hours a day, seven days a week.

Lockers

Academic Locker Usage

All academic lockers are located in Metz Hall. Students do not need to request or register for a locker. They are available on a *first come first served* basis.

Athletic Locker Rentals

The Campus Recreation Office located in the University Wellness and Activities Center (UWAC) rents athletic lockers. A limited number of lockers are available for a fee.

Lost and Found

Lost and found items may be turned into the University Police, located in the lower level of Walter Center. Items may be reclaimed with valid identification. It is the policy of the University Police to donate any unclaimed property after 90 days to any charitable organization. The University is not responsible for any individual's personal articles stolen from University facilities. Students are encouraged to verify coverage of their personal possessions on their parents' homeowners' insurance policies, or obtain their own insurance to cover their possessions.

Lounges and Study Areas

Various lounges and study areas are provided throughout the campus to serve as social and academic gathering places. Student lounges and study areas are located in the Student Success Center (Moye Hall-Lower Level), Elliott House, the Jersig Center, Main Common Areas, Moye Hall, Metz Hall, Sueltenfuss Library, the UWAC and the Worden School, as well as all residence halls.

Mail Services

The University Post Office serves the University's San Antonio campus. Although the University Post Office is not part of the U.S. Postal Service, some federal postal services are available, including fax services. Campus mailboxes for resident students are located in the lower level of Providence Hall. At the end of each semester, forwarding addresses should be left at the University Post Office. Campus mailboxes are not available for commuter students.

Missing Student Policy

Our Lady of the Lake University takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating OLLU student(s) living in University-owned, on-campus housing, who based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

If a student is believed to be missing, notify the OLLU Police Department or Student Life Office and provide as much information as possible. While a 24 hour window of waiting time is standard, reports can be made anytime a concern arises. These offices will undertake an immediate investigation and make efforts to contact the student, his/her friends, acquaintances, and professors, in an attempt to locate the person. It is often the case that students who are reported missing have simply altered their routine without informing friends and family members.

If it is determined that a student is missing, the University Police Department or the Student Life Office will begin calling the persons designated as an emergency contact by the student. Parents and guardians of students, as listed in the University data system, will be notified in the event a report has been filed. If a student wishes to identify a different individual for notification, his or her contact information must be sent by e-mail to the Residential Life Office residencelife@ollusa.edu.

Orientation Programs

Orientation programs introduce new students to various dimensions of University life, including academic expectations and student services. Orientation programs provide opportunities for new students to meet with faculty and staff members. Freshmen enrolled in the University's traditional program benefit from the guidance of First Year Connection Mentors whose responsibility is to assist with college transition and retention.

Pet/Services/Comfort Animals

The purpose of this policy is to provide for the health and safety of Our Lady of the Lake University (OLLU) students, faculty, staff, and visitors and for the protection of the University's property/assets. This policy is intended to allow pets/service/comfort animals on campus in a way that provides for the restraint of these animals and also provides for some protection for those on campus from breeds that have a history of dangerous behavior. This policy applies to all on-campus, University-controlled properties and all athletic facilities. Pets/service/comfort animals on campus can pose a significant risk to OLLU and its community. This policy standardizes the University's position on the management of animals on OLLU property. Refer to Policy Section for the full policy.

Police Department

University Police provide for the safety of University community members, guests and physical property. Services include law enforcement, the maintenance of order, 24 hour emergency response, building key control, patrols of campus facilities, and regulation of campus traffic and parking. All University community members are advised to protect themselves by being observant, reporting all suspicious acts, locking doors, windows and vehicles, and exercising sensible judgment.

The University's parking regulations are intended to ensure safe and orderly movement of vehicular and pedestrian traffic and to reduce the potential for accidents, injuries and property damage.

Permits

All persons operating a vehicle on campus must comply with all posted parking and traffic signs set forth by OLLU administration in compliance with the State of Texas Traffic Laws. Motor vehicles operated on university property by faculty, staff, and students must be registered with the OLLU Police Department. Students should register their vehicle at the time of class registration. Enrolled students (current and new) must register their vehicle every fall semester. All outstanding fines must be paid prior to issuing a parking permit.

Parking Permit Display and Fees

All decal permits must be displayed on the rear view mirror when on campus. Students will not be charged for the initial decal, however, a \$5 fee will be charged for each additional or replacement permits. Additional permits for faculty and staff are available at no charge.

Temporary Parking Permit

Faculty, staff and students who temporarily operate a vehicle other than the one registered must obtain either a one-day or one week temporary parking permit from the OLLU Police Department in the Walters Building (G04). Residence Hall visitors (including parents) that frequently visit the campus can obtain a

temporary parking permit from our department. If it is after business hours or on a weekend, please call (210) 431-4022.

Handicapped Parking

Handicapped parking spaces are restricted to those vehicles displaying a current handicapped license plate or hanging placard issued by the state. Disabled Vet license plates require a handicapped placard issued from the state and a valid parking permit in order to occupy any of these parking spaces. Parking by University community members is prohibited in the designated visitor parking spaces in Lot A. Parking for resident students is located north of the University Wellness and Activities Center (UWAC) in Parking Lot B and east of Centennial and Flores Halls in Parking Lot G. Fees for annual, additional and replacement parking decals are payable to University Police.

Citations

Maximum Speed Limit on University Campus:

10 mph in Parking Lots /Roadways

15 mph where posted

Symbols striping and painted curbs comply with the Texas Department of Highways specifications as follows:

- Light Blue: Designates handicap parking.
- Red: Designates NO PARKING ANYTIME.
- White: Designates crosswalks, parking spaces and stop lines.
- Yellow: Designates warning, no parking, traffic lanes and no passing zones.

Parking and Traffic Fines

Parking and traffic violations are classified as either "minor" or "major" violations. Minor violations are assessed a \$20 fine, while major violations are assessed a \$40 fine. If fines are not paid within 14 days, a \$10 penalty fee will be added. Students with outstanding parking citation fees will have a hold put on their Student Account, which will make them ineligible for the following:

Validation for the upcoming semester

Clearance for graduation (for balance of \$25.00 or more)

Obtaining a transcript (for balance of \$25.00 or more)

You are responsible for all parking or traffic citations received while on campus.

Payments can be made by mail to:

Our Lady of the Lake University

C/O Campus Police Department

411 SW 24th Street, San Antonio, Texas 78207

Minor parking and traffic violations include

- Parking in the Convent
- Exceeding time limit / Visitor or Loading Zone
- No valid permit displayed
- Impeding traffic
- Improper parking
- Equipment violation
- Other violations deemed by officer

Major Parking and Traffic Violations

- Handicapped parking violation
- Failure to stop at a stop sign
- Parking in fire lane
- Speeding / reckless driving
- Parking in designated reserve parking

Appeal Process

Appeal forms can be picked up at the campus police office from 8 a.m. to 4:30 p.m. Monday - Friday. After hours, forms can be obtained through any officer on duty by calling 210-431-4022, on line, or picked up outside the campus police office. Appeal forms must be completely filled out and returned to our office where administration will review them in a timely manner. Appellants are allowed to submit a written appeal by fax or mail: the fax number is 210-431-4067; or mail to the address listed above. The individual submitting the appeal form is responsible for checking its status by contacting our office at 210-431-4022, Monday through Friday 8 a.m. - 4:30 p.m., within 2-3 business days after submitting the appeal. Appeals will not be accepted after the 14-day grace period beginning from the day the citation was issued.

Posting Policy

All materials to be posted or distributed on campus by students, faculty, staff members, alumni, and organizations must first receive approval from the Student Leadership and Development Office. Event sponsors or persons responsible for advertising must adhere to the guidelines detailed in the Student Handbook. Failure to comply will result in removal of posted items and loss of advertising privileges.

Registrar's Office

The Registrar's Office, located in the Walter Center, maintains student academic records of all University students.

To ensure accuracy of these records, the office is responsible for:

- Maintaining the student database
- Processing registrations, adds, drops and complete withdrawals
- Posting/verifying grades submitted by faculty each semester
- Grade changes
- Evaluating and posting credit from other postsecondary institutions, CLEP, DANTE, MLA, life/work experience
- Processing requests to take courses at other institutions, enrollment verifications, degree verification, grade verification and transcripts

From information submitted by the academic departments, the Registrar's Office compiles and maintains fall, spring and summer schedules and assigns classrooms. In preparation for each degree conferring date (two a year, May and December), the Registrar's Office reviews and verifies that each degree candidate has completed the requirements for their degree. Students should submit a graduation application to the Registrar's Office the semester prior to the one in which they plan on completing their requirements.

Residence Life

The Office of Residence Life provides an atmosphere conducive to the development of resident students' personalities and abilities. This living and learning experience allows students to grow as individuals through the development of new friendships, the exploration of new ideas, and involvement in new activities. The residence hall atmosphere encourages growth through academic, cultural, social and physical programs and activities. Living in the University's residence halls is optional and not required as

a condition for enrollment. Refer to the “Resident Student Policies and Procedures” handbook for additional information.

Sacred Heart Conventual Chapel

The Sacred Heart Conventual Chapel is owned by the Congregation of Divine Providence and serves as the spiritual centerpiece of both the Congregation and the University. Roman Catholic liturgies are celebrated on Sundays during the fall and spring semesters. Special liturgies celebrated in the chapel include the Providence Assembly, Mass of the Holy Spirit, Candlelight, Baccalaureate Liturgy, Graduate Liturgy, Ash Wednesday Mass, Feast Day of Fr. John Martin Moye, and special memorial masses for the University community. Contact the University Ministry Office for additional information on liturgies, worship services and usage of the chapel.

Speech and Hearing Therapy

Any individual exhibiting speech and/or language difficulties may schedule an evaluation concerning the suspected disorder. Through the administration of a variety of tests and observations, usually requiring two to three hours, the clinical staff evaluates the possible problem, makes a speech-language-hearing diagnosis and recommends a course of treatment if needed.

Student Business Office

The Student Business Office provides cashier and student account services for all students. Students may cash personal checks of up to \$25 per day. A current University ID card must be presented when cashing checks. There is a \$25 penalty/non-sufficient funds check fee charged on all returned checks. An ATM is available on campus in the Moye Hall breezeway.

The office also is the final step in the registration process. Registration is completed only after receiving final confirmation of registration from the Student Business Office. The office assists all students with registration invoices and monthly payments. For questions regarding student accounts, please call 210-434-6711, ext. 3929 or visit the Student Business Office located in the Walter Student Service Center.

Final Confirmation of Registration

The Student Business Office provides students financial information electronically through E-Commerce, the University’s online student accounts financial system. Students must obtain Final Confirmation of Registration in order to complete the registration process by completing the following four requirements:

- 1) Agreeing to the Financial Responsibility Policy in E-Commerce
- 2) Enrolling in a payment agreement if NOT fully covered by financial aid. This includes students paying in full, paying balance of tuition/fees less financial aid or if covered by an employer
- 3) Making an initial payment as stated on the payment agreement
- 4) Taking care of all outstanding issues with the Student Business Office such as a prior balance and/or mismatched registration verses financial aid awarded hours

Payment deadlines are available at the Student Business Office's myOLLU portal page. Please see this website for information on employer reimbursed plans, payment agreement enrollment instructions, and other information, such as policies and deadlines. Various payment options are:

OPTION 1 - one installment/payment per semester

Available in the fall, spring and summer semesters

- Payment in full due by deferred date or date of enrollment in a payment agreement.
 - Payment also can be net of financial aid, or Employer Reimbursement amount.
- \$45 late payment fee assessed.

OPTION 2 - two installments/payments per semester

Available in the fall, spring, summer semesters and Fast Track A or B only*

- 50% due by deferred date or the date of enrollment in a payment agreement.
 - Reminder due within 30 days of the first class day.
- \$45 late payment fee assessed.
**Some Online programs are not eligible for this plan.*

OPTION 3 - four installments/payments per semester

Available in the fall and spring semester for traditional students;

Available in the fall, spring, and summer semesters for Fast Track A or B and non-traditional students

- Requires a payment plan fee of \$45
- 25% due by deferred date or date of enrollment in a payment agreement.
- 25% due within 30 days after the first class day
- 25% due within 60 days after the first class day
- 25% due within 90 days after the first class day

An email confirming the plan will be sent to the student's University email address immediately and soon after an email will be sent either for Final Confirmation of Registration or indicating the action to be taken. Payments may be made online, in person, or mailed. Checks payable to Our Lady of the Lake University, Visa, MasterCard, Discover or American Express are accepted. Eligible Veterans should contact the Veterans Coordinator in the Office of Financial Aid for assistance in completing necessary paperwork.

A book voucher may be available at the University Bookstore if expected financial aid is in excess of tuition, fees, and other charges for the session.

If a student decides not to attend OLLU and has already registered, it is the responsibility of the student to formally withdraw per the Financial Obligation and Refunds Policy. Students will be liable for any tuition due if they do not formally withdraw. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

REFUND POLICY – CREDIT BALANCES

1. **Refund Delivery Policy** – The University prefers that all refunds to students be delivered via electronic fund transfer (E-Refund). Students should enroll in E-Refund at least 10 days before the first scheduled disbursement.
 - Financial Aid Refunds are processed weekly after the 100 percent drop period of the start of a term. Federal regulations require that excess be disbursed within 14 days from when funds are credited to the student's account (not when awarded).
 - Students will be notified via e-mail when an E-Refund has been disbursed. Students should allow at least 24 hours for the funds to be credited to their bank account.
 - Student can set-up E-Refund by logging into the E-Commerce home page, and selecting "Refunds," followed by "Payment Profile". On the Payment Profile, students should add a payment method, select electronic check, enter checking account information, check the box indicating the account for refunds, and click save.
2. **Credit Card Refund Policy** – If a student made payment via a credit card, the University will refund only the credit card charged, up to the original amount charged, or the amount of the refund. Exceptions for students receiving employer reimbursement may apply.
3. **If a student does not enroll in E-refund**, the financial aid refund will be disbursed by check. The check will be mailed to the student's preferred mailing address as indicated in University records. If a mailed check is not received at the preferred address, there is a 10 business day waiting period before a replacement check can be issued.

Disbursements can be checked by logging into E-Commerce and selecting “View Current Activity.”. Estimated Financial Aid listed is considered pending aid and is not subject to refund until finalized.

Delinquency and Default

Students delinquent on or in default of payments and students with returned checks may be withdrawn from the University. Such students may be readmitted the following term if all financial obligations are cleared and the student is otherwise academically eligible for readmission. Balances must be paid in full before transcripts or diploma can be released.

In the event of default, students must pay the holder the amounts incurred and court costs and attorney fees in the amount assessed by the court and/or collection fees assessed by an agency in the business of collecting just debts. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

Notice of Consent to Collection Communications

By registering with the University, students’ expressly consent to Our Lady of the Lake University, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact them as the law allows. This consent includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails and/or automated telephone dialing systems. Students’ also expressly consent to Our Lady of the Lake University their affiliates, agents, and service providers to contact students by telephone at any telephone number associated with their account, currently or in the future, including wireless telephone numbers, regardless of whether they incur charges as a result. Students agree that Our Lady of the Lake University, its affiliates, agents, and service providers may record telephone calls regarding students’ accounts in assurance of quality and/or other reasons.

Financial Obligations and Tuition Refunds

A student who is delinquent or in default of payment(s) and/or returned check(s) due the University, may be withdrawn from the University in the term the delinquency or default occurs and cannot be readmitted for that term. A student who has been withdrawn from the University may be readmitted the following term if all payments due the University are paid and the student is otherwise eligible for readmission. Our Lady of the Lake University reserves the right to deny readmission based on students' credit history with Our Lady of the Lake University. Transcripts are not issued to students who have not met all obligations to the University.

Refunds for tuition and fees in all cases are calculated from the date the properly completed withdrawal form is received in the Registrar’s Office, located in Walter Student Service Center, Room 104. Consideration cannot be given to the date the student ceased attending classes unless proper withdrawal procedures have been followed:

Obtain proper form(s) from Registrar’s Office, located in Walter Student Service Center, Room 104

Obtain signature of adviser

Submit completed form(s) to Registrar for final processing

- San Antonio campus: submit to Registrar's Office, located in Walter Student Service Center, Room 104

- The Woodlands campus: OLLU-The Woodlands, Lone Star University Center, Room 118

- Rio Grande Valley and online students may submit the form by email to registrar@ollusa.edu

Application fees and advance tuition deposits for new students are not refundable. After the 100 percent refund period, all other fees are forfeited.

If proper withdrawal procedures have been followed, tuition is adjusted according to the following schedule:

Traditional Classes:

Fall / Spring	Tuition/Housing	Lab Fees	Other Fees
1-5 days after start of session	100%	100%	100%
6-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-4 days after start of session	100%	100%	100%
5-6 days after start of session	50%	-0-	-0-
7 plus days after start of session	-0-	-0-	-0-

Weekends and Holidays are not included in calculation

Non-Traditional Classes:

Fall/Spring			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Fast-Track terms			
1-8 days after start of session	100%	100%	100%
9 plus days after start of session	-0-	-0-	-0-

Weekends may or may not be included in calculation, depending on program, refer to posted calendars on the Registrar's website www.ollusa.edu/registrar. Holidays are not included in calculation.

Classification of traditional/non-traditional is determined by program and number of weeks attending. Assistantships are rescinded at the time a student withdraws from the University.

Dropping/Withdrawing - Return of Title IV Funds for Financial Aid Recipients

Refer back to the Financial Aid section of the catalog.

Student Concerns and Complaints

Students are encouraged to voice legitimate concerns to relevant University officials. Concerns should be directed verbally to the individual involved or, if the concern does not involve an individual, to the supervisor of the area or department of concern. If such action does not result in adequate resolution of the situation, concerns should be put in writing and one of the following procedures applies:

1. Academic concerns should be expressed first to the instructor, then to the appropriate program head or department chair, then to the Dean of the appropriate school or college, then to the Vice President of Academic Affairs.
2. Non-academic and administrative concerns should be expressed first to the individual, then to the director of the department, then to the appropriate Dean, or Vice President of a department.

Student Employment Office

The Student Employment Office (SEO) is available to assist students with identifying part-time employment on and off campus. The Student Employment Office does not place students in positions, rather it refers students to potential places of employment. There are various reasons students seek employment while enrolled full-time in college. Student Employment provides students with an opportunity to generate a source of income while ensuring that students maintain a "school-first" attitude. This income can then be used to assist with financing their education. Student Employment also opens doors to work experiences and professional development that will prepare the student in future professional endeavors.

Student Leadership and Development Office

The Office of Student Leadership and Development strengthens learning experiences through co-curricular opportunities that engage and empowers students through developmental programs and activities. The office empowers student leaders to enhance their leadership potential through engagement and participation in University activities and events. The office serves as a resource for the University's Recognized and Chartered Student Organizations, as well as an advisor for the following leadership development organizations/programs: the First Year Connection (FYC) Mentors, Leadership Institute for Freshman Excellence (LIFE), Higher Achievement through Leadership Opportunities (HALO), Student Government Association (SGA), and the University Programming Council (UPC). All students are encouraged to get involved in these initiatives and programs.

The First Year Connection (FYC) mentors assist in the planning and implementation of the orientation programs by sharing enthusiasm and information about OLLU to incoming students and parents. FYC mentorship aids incoming students in college transition and retention. Students serve as upper-class mentors to incoming freshman through the Applications of Learning-First Year Experience course and through the LIFE program.

The Leadership Institute for Freshman Excellence (LIFE) is a leadership initiative conducted during the fall semester. All freshman students interested in exploring their personal potential and actively participating in the University's unique campus life are encouraged to apply. LIFE consists of interactive workshops and seminars on topics such as leadership styles, human diversity, communication styles and emotional intelligence.

Higher Achievement through Leadership Opportunities (HALO) is a three phase leadership development program that compliments academic curriculum with co-curricular activities to enhance leadership in three core values of family, community and professionalism. The program integrates emerging, engaged, and experienced opportunities in personal, group, community, and sustainable leadership. HALO is designed to help students gain self-awareness, self-management, social awareness, and relationship management skills that will be transferable to future career success. HALO is not a student organization or positional leadership, every student has the opportunity to have a leadership experience at OLLU.

The Student Government Association (SGA) includes all University students as members. The Association consists of two bodies, the Executive Council and the Student Congress (representatives of academic classes and student organizations). Meetings of the Student Congress are the student body's

primary means of discussing and examining campus issues. Forums are conducted each semester to engage the University's administration, faculty, staff and students in a dialogue on student questions and concerns. Through elected positions, students participate in University governance by serving on councils with faculty and staff members.

The University Programming Council (UPC) offers cultural, educational, recreational and social experiences to the student body. UPC programs are open to all students and range from entertaining activities, to serious discussions on current issues. Many of the University's major campus events are developed, coordinated and facilitated by UPC, including Candlelight. UPC involvement allows students to work with a unified team, to build confidence in their abilities to lead and develop event coordination, budget management and volunteer recruitment skills.

Student Life

The Student Life Office empowers students to explore experiential opportunities that enhance the whole person to create individuals prepared for life-long learning in a diverse world. Offices within the Division of Student Life include the Athletic Department, Campus Recreation, Counseling Services, Dining Services, Health Services, International Folk Culture Center, Residence Life and Student Leadership and Development. Student Life is committed to providing an environment to encourage the social integration of the student body into campus life by providing opportunities for leadership and personal growth.

Student Publications

The Lake Front

The University's student newspaper contains articles, editorials and announcements. This student-run publication, produced under the advisement of the Communication Arts Department, offers positions as reporters, editors, photographers and advertising salespeople.

The Thing Itself

The University's annual art and literary magazine solicits student, faculty, and staff submissions of poetry, fiction, essays, artwork and photographs for publication. Poetry and prose are accepted in both English and Spanish or other languages as long as translations are provided. Specific guidelines are available, and cash awards are given to winning entries. All decisions are governed by a student editorial board with the assistance of a faculty advisor.

Student Success Center

The Student Success Center (SSC), located in the lower level of Moye, provides a full spectrum of academic support and instructional resources to the University community. The Center develops and provides learning strategies that enhance academic success and assist students in becoming independent and resourceful learners that leads to graduation. Services provided by appointment or on a walk-in basis are delivered by the following offices which are housed in the SSC: the Academic Center for Excellence, Academic Counseling and Retention Services, Center for Career Development & Testing, Services for Students with Disabilities and the TRiO Ronald McNair Scholars program.

Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy and Procedures

It is our policy to provide an educational experience and workplace free of sexual harassment, misconduct, violence, stalking or discrimination. These acts are not tolerated at our institution and are also prohibited by several federal laws. Any student, faculty or staff member who believes they have been the victim of sexual harassment, misconduct, violence, stalking or discrimination should report the incident to the appropriate Title IX deputy coordinator. The Title IX Deputy Coordinator for complaints submitted by students in the San Antonio campus is Randall Garza, Director of Advising and Retention. His office is located at Moye 009A and he can be reached at (210) 431-4070. The Title IX Deputy

Coordinator for complaints submitted by staff and faculty in San Antonio is Patricia Gomez, Assistant Director for Human Resources. Ms. Gomez is at Main Hall 125H and can be reached at (210) 431-5550. Students, faculty and staff in the Rio Grande Valley campus should submit complaints to Patricia Longoria who can be reached at (956) 277-0146. Students, faculty and staff in the Woodlands campus can submit complaints to Melinda Kirtley, Director/Admissions Counselor. Ms. Kirtley can be reached at (936) 273-7620. Online students can submit complaints to Mr. Randall Garza or Ms. Patricia Gomez.

TRiO Programs

The TRiO Programs are composed of academic enrichment initiatives federally-funded under Title IV of the Higher Education Act of 1965. The University offers one federally funded program. The Ronald McNair Scholars Program, named in honor of space shuttle Challenger astronaut-physicist Ronald E. McNair, aims to increase the numbers of historically-underrepresented groups in doctoral study. The McNair Scholars Program offers research internships, faculty mentors and assistance with graduate school searches for students accepted into the program.

University Governance

Students, faculty and staff share in University governance through a system of policy-making and advisory councils. Faculty members are selected by the academic area, staff members are selected by the Staff Advisory Council, and students are selected by the Student Government Association's Student Congress recommendation.

University Ministry

Our Lady of the Lake University Ministry is rooted in Catholic identity along with the foundation inherited by the Congregation of Divine Providence. The University Ministers and Student Ministers of the Department of University Ministry accompany the academic community of students, faculty, staff and administration of all faith traditions in fostering individual and communal transformation through opportunities for prayer and retreat, worship and sacramental celebrations, community service and reflection. The initiatives of University Ministry embody commitment to gospel values, a global worldview, a reverence for life, collaborative partnerships, and social justice.

The Six Aspects of University Ministry

- Forming the faith community
- Appropriating the faith
- Forming the Christian conscience
- Educating for justice
- Facilitating personal development
- Developing leaders for the future

Providence Leadership Program (PLP)

This program invites students to learn more about the Sisters of Divine Providence while exploring their own faith. Students participate in reflection sessions and service projects.

The University Wellness and Activities Center (UWAC)

The UWAC serves as an athletic facility. Student services offices include; the Health Services Office, the Campus Recreation Office, and the Athletic Offices. Recreational facilities include an aerobics room, cardio theater, gymnasium, weight room, and racquetball court. A variety of conference or meeting rooms are located in the facility to accommodate the campus community and athletic programs. The UWAC is managed and operated by Campus Recreation. All University community members, alumni and guests should be prepared to present valid ID cards upon request for use of the UWAC's facilities and services.

Veterans Services

Assistance to students with Veterans Educational Benefits is available in the Financial Aid Office. Information and applications are also available on Veterans Administration programs and services. Prior credit earned through formal military services school courses is granted through the Registrar's Office as recommended by the American Council on Education. Credit is also given for acceptable scores on the Defense Activity for Nontraditional Education Support (DANTES) standardized tests.

Weapons

A weapon is defined as any object that by use, design or definition may be utilized to inflict harm or injury upon another individual or animal. Examples of weapons include, but are not limited to, handguns, pistols, rifles, axes, and knives with blades in excess of five inches, mace, throwing stars and nightsticks or batons. Possession, use, sale or transfer of weapons, whether licensed or not, is prohibited on university premises and violators will be subject to disciplinary action. Such weapons, if confiscated, immediately become the property of the University. ***Weapons of any kind are prohibited on the University by the State Law (Penal Code 46.03).***

UNIVERSITY POLICIES, PROCEDURES, STATEMENTS AND GUIDELINES

Academic Integrity Policy

Academic Dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between *Academic Dishonesty*, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Life. Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or lesser penalty as appropriate.

Academic cheating means an act or attempted act of deception by which a student seeks to misrepresent information. Examples include, but are not limited, to the following:

- copying from another student's test paper;
- allowing another student to copy from one's test paper;
- using textbooks, notes, and other unauthorized materials during a test;
- collaborating with others during a test or on a project where collaboration is not permitted;
- theft, purchase, or other acquisition of all or part of an unadministered test;
- soliciting or giving away all or part of an unadministered test;
- bribing another person to obtain all or part of an unadministered test;
- substituting for another student or permitting any other person to substitute for oneself to take a test;
- submitting as one's own, in fulfillment of academic requirements, a theme, report, term paper, essay, other written work, painting, drawing, sculpture, other art work, computer program, media production, or other academic assignment prepared totally or in part by another;
- selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, other written work, art work, computer program, media production, or other academic assignment.

Plagiarism means the inclusion of someone else's words, ideas, or data as one's own work. Examples of plagiarism include, but are not limited to, the following:

- quoting another person's work, complete sentences or paragraphs, or whole works without acknowledgement of the source;
- using another person's ideas, opinions or theories without acknowledgement of the source;
- borrowing facts, statistics or other illustrating material without acknowledgement of the source;
- copying another person's essay test answer;
- copying or allowing another person to copy computer files that contain another student's assignments and submitting them either in part or in full as one's own work;
- working together on an assignment or sharing computer files and submitting that assignment as one's individual work.

If a student is accused of violating the OLLU Academic Integrity policy, the following steps shall be followed:

1. The instructor must communicate directly with the student (in person, by telephone, by OLLU e-mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.
2. This direct communication of allegations must occur within 10 working days of the alleged infraction and before the instructor may impose any irreversible consequences.
3. Prior to determining sanctions to be imposed, the instructor should contact the Office of Academic Affairs to obtain the student's record of past academic integrity violations (if any exist) as part of the information used to make a decision about consequences for the current violation. The instructor may apply consequences consistent with OLLU, academic unit, and course-specific academic integrity policies stated in the course syllabus. The instructor will submit an Academic Integrity Violation Report to the Vice President of Academic Affairs (VPAA) within 10 working days. The Academic Integrity Violation report form may be obtained on the OLLU Portal (see Academic Affairs, Forms).

If the student denies responsibility for the violation, or objects to the intended consequences, the student may pursue an appeal to the sanctions determined by the professor. Within five working days, the student will request that the dean of the college or school under whose jurisdiction the course or assignment in question lies become involved. The dean will interview the instructor and the student, and will attempt to work out a satisfactory resolution. If that resolution is made, the dean will send the record of the charge and disposition to the Office of Academic Affairs.

If the dean cannot resolve the case in a way acceptable to both instructor and student, the student may request a formal hearing on the charges. The request, in writing, must be made to the Vice President for Academic Affairs Office within three days of the college/school dean's conclusion that no mutually satisfactory resolution is possible, and so informing the student thereof. The Vice President for Academic Affairs (VPAA), after ascertaining that good faith efforts have been made to resolve the disagreement, will name a hearing panel within three days of receiving the student's written request. The panel will consist of three members of the Academic Affairs and/or Student Life Committees of the Faculty Assembly. Two members of the panel will be faculty members, and one member a student. The VPAA will appoint one member of the hearing panel to chair the panel. The chair of the panel will set a hearing date and convene the panel within ten working days of the panel's constitution.

At the hearing, both the student and the instructor or academic officer bringing the charges will appear. The student may bring an advocate of his or her choice from the OLLU community to the hearing. The instructor or academic officer will state the case for academic dishonesty having occurred and present any

relevant evidence or testimony. The faculty member will also define the penalty he or she considers appropriate for the dishonesty. The student may respond to the charge and offer evidence, extenuating circumstances, or rebuttal. The panel members may informally question either or both parties for the purpose of clarification. At the conclusion of the presentations and questions, the panel will meet in closed session to assess the evidence and determine the appropriate penalty (if any). The action of the panel will be reported in writing by the chairperson to the student, the faculty member, and the VPAA within three days after the hearing. The decision of the panel is final; no further appeal is possible.

The record of the hearing and the report and recommendation of the hearing panel will be maintained in the Office of Academic Affairs. If the recommendation is for failure in a course that may make the student liable for probation or enforced scholastic withdrawal, or for suspension or dismissal, a record of the penalty will be forwarded to the Registrar's Office for inclusion in the student's academic file.

The student may not withdraw from the course in which the alleged violation has occurred following the instructor's communication of the allegation unless that allegation is withdrawn by the instructor or the student's appeal of the allegation is successful. The following sanctions may be applied to violations of academic integrity by a student:

- a. The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.
- b. A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.

Alcohol Distribution Policy

Our Lady of the Lake University's alcohol policy, as well as the laws of the State of Texas, govern the use of beer, wine, distilled spirits and any alcoholic beverages on the University campus and at activities sponsored or sanctioned by the University on adjacent properties owned by the Congregation of Divine Providence. The specific guidelines concerning alcoholic beverages at the University have been expanded for the following reasons:

1. To be in direct compliance with the laws of the State of Texas, including those prohibiting the sale of alcohol to persons less than 21 years of age and the purchase or consumption of alcohol by persons of such age;
2. To diminish the University's liability in case of injury or accident;
3. To maintain control of the distribution and consumption of alcohol on University premises;
4. To provide greater awareness among the University community of alcohol use and abuse.

Alcoholic beverages are permitted only at functions registered with and approved by the Vice President for Student Life or designee. Local, state and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

1. Alcoholic beverages are prohibited to persons younger than 21 years of age.
2. Persons 21 years of age and older are prohibited from providing alcoholic beverages to minors.
3. Intoxication, disorderliness and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

Only under the following conditions are the possession, distribution and consumption of alcoholic beverages by students 21 years of age and older permitted. This permission, albeit conditioned, should not be interpreted to imply that the University encourages and endorses the use of alcoholic beverages.

1. Individuals or organizations intending to serve alcohol must register their events with the Student Life Office.
2. Individuals or organizations must contact the Vice President for Student Life or designee a minimum of three weeks prior to their event to review alcohol policies and receive final approval. Approval will be based upon the event's audience, the event's purpose, the event's procedure for distribution and consumption of alcohol, and event supervision. At this meeting, an "Alcohol Distribution Form" will be completed. Failure to comply may result in disciplinary sanction.
3. Individuals and organizations must guarantee alcohol will not be purchased or consumed by anyone under the age of 21 by implementing one or more of the following procedures:
 - a) Hand stamps or markings distinguishing those aged 21 and older
 - b) Wristbands distinguishing those aged 21 and older
 - c) Cups distinguishing alcoholic from non-alcoholic beverages
 - d) Prohibition of those under the age of 21 to attend
 - e) Designated non-alcoholic area(s) for those under the age of 21
4. Regardless of the aforementioned method, all individuals will be required to present a valid driver's license or college, university or state identification card when purchasing alcohol.
5. The sale and distribution of alcohol is prohibited during the following times, unless done so as part of a sanctioned religious worship service: Monday through Friday 8 a.m. to 5 p.m. The sale and distribution of alcohol must cease a minimum of 45 minutes prior to the end of the event. The sale and distribution of alcohol is prohibited beyond 11:15 p.m., Monday through Sunday. With approval from the Vice President for Student Life or designee, the aforementioned hours may be revised.
6. Individuals and organizations must produce proof of insurance for the event, naming the University as an insured party. The University's insurance carrier does not cover the sale and distribution of alcoholic beverages, or injuries or harm resulting thereof.
7. Events closed to the University community and/or general public (thus, by invitation only) require event sponsors to monitor the sale, distribution and consumption of alcohol at all times, in all venue spaces.
8. The following are prohibited in all University venues: uncontrolled alcohol sampling, drinking contests, the sale of reduced-price alcohol ("happy hour drinks") and kegs of beer.
9. Non-alcoholic beverages and food of sufficient quantity and appropriate type must be available for the duration of alcohol sales and distribution.
10. Security is required for all events at which alcohol is sold or distributed. Only University Police may be contracted for providing this service. One officer per every 100 people is required for such events.
11. Alcohol must not be provided as awards or rewards for individuals and organizations.
12. Promotion of events may not encourage any form of alcohol abuse nor may such promotion place emphasis on quantity and frequency of alcohol use. Publicity may not portray drinking as a solution to personal, academic or other problems or as being necessary to social, sexual, academic or other success. Publicity must avoid demeaning sexual or discriminatory portrayal of individuals. Publicity must mention the availability of food and non-alcoholic beverages if mention is made of the sale and distribution of alcohol.
13. All promotion by off-campus alcoholic beverage marketers, distributors and their agents must adhere to the aforementioned guidelines. Alcohol marketers, distributors and their agents should also support alcohol education programs that encourage informed and responsible use of or abstinence from beer, wine and distilled spirits.
14. All servers of alcoholic beverages will complete an approved training program as approved by the Vice President of Student Life or designee.
15. Alcoholic beverages are permitted in Providence Hall. Resident students in these hall aged 21 or over are permitted to possess and to responsibly use alcohol in their residence hall rooms, provided all individuals present are aged 21 or over. Alcoholic beverages are prohibited in

Ayres, Centennial, Flores, Pacelli, and St. Ann's Halls. Residents of these halls, even if aged 21 or older, are prohibited from possessing and consuming alcohol in their rooms. Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) except at those events approved by the Student Life Office and the Residence Life Office.

Chalking Policy

The use of chalk for advertisement by students, faculty, staff and organizations must first receive approval from the Student Leadership and Development director. Sponsors of events or persons responsible for advertising must adhere to the following guidelines. Failure to comply will result in loss of chalking privileges until such time as determined by the Student Leadership and Development director.

1. Chalking is permitted on designated surfaces only. Prohibited surfaces include, but are not limited to, the following:
 - a. All interior surfaces
 - b. Any vertical surfaces, such as walls, fences, light poles, signs, fountains and statues
 - c. Trash cans and recycle bins
 - d. Steps and fire escapes
 - e. Benches, chairs and tables
 - f. Fire lanes
 - g. Any exterior brick and tile surfaces
 - h. Any city or University street or driveway
 - i. Any property owned by the Congregation of Divine Providence
2. Chalking is permitted only for events open to the University community.
3. Only water-based chalk is permitted.
4. Individuals and organizations are responsible for removal of chalking within two days after the event.
5. Individuals and organizations failing to remove chalking or who chalk on prohibited surfaces may be assessed cleaning charges as determined by the Director Student Leadership and Development, or a designate.

Charitable Collections Policy

Any University organization wishing to collect items for charitable donations may do so, provided that each collection effort is approved by the Director of Service-Learning and Volunteerism prior to collection. All containers for collection must be clearly marked with the name of the sponsoring organization and the type of item (e.g. canned goods, clothing, school supplies) being collected. Containers may not be placed in public areas of the University, such as entries and hallways. Each collection must have a specified starting and ending date, as well as a contact person whose responsibility shall be to ensure that containers are emptied regularly and removed when the event is completed.

A group wishing to sponsor a charitable collection should obtain the "Request for Service Project approval" form from the Center for Service-Learning and Volunteerism, complete the form, and submit it a minimum of one week in advance of the desired starting date. Once approved, the signed copy of this form shall be returned to the designated contact person.

Children on Campus Policy

Students, faculty and staff may, under no circumstances, leave children under college age unsupervised on campus. At no time are children to be unsupervised in the residence halls.

Convicted Felons Policy

The University must protect members of the University community from foreseeable or undue exposure to harm and danger. In keeping with this standard, the University reserves the right to refuse admission to or to dismiss any student convicted of a felony or other crimes of moral turpitude. This policy will be enforced at the discretion of the President, whose decision will be final.

Email Policy

OLLU e-mail is a mechanism for official communication within Our Lady of the Lake University. The University has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community.

Student University e-mail accounts are activated during the Admission process and remain active during the student's course of study. If a student does not enroll for a year, the e-mail account is removed. When a student graduates or completes a certification program, the e-mail account remains active for 90 days after the completion date.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must ensure that there is sufficient space in their accounts to allow for e-mail to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," errors in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via e-mail.

Everyone must adhere to the "Our Lady of the Lake Acceptable Technology Use Policy" and the "Email Use Guidelines". These documents can be found at:

<https://myollu.ollusa.edu/UniversityResources/PoliciesandBylaws/Documents/OurLadyo%20theLakeAcceptableTechnologyUs%20Policy.pdf>

<https://myollu.ollusa.edu/UniversityResources/PoliciesandBylaws/Documents/EMailUseGuidelines.pdf>

Email Use Guidelines (Netiquette)

Privacy

Exercise extreme caution in using e-mail to communicate confidential or sensitive matters. For these messages, consider starting the subject line with the word confidential.

Remember that e-mail isn't private. E-mail is considered company property and can be retrieved, examined, and used in a court of law.

E-mail can be forwarded, so unintended audiences may see what you've written. Never put in an email message what you would not write on a postcard.

Sending Email

- Spell check - emails with typos are simply not taken as seriously.
- Avoid relying on formatting for emphasis; rather choose the words that reflect your meaning instead.
- Be sure you are including all relevant details or information necessary to understand your request or point of view.
- If your email is emotionally charged, walk away from the computer and wait to reply. Review the Sender's email again so that you are sure you are not reading anything into the email that simply isn't there.

- Never assume the intent of an email. If you are not sure -- ask so as to avoid unnecessary misunderstandings.
- Be sure the Subject: field accurately reflects the content of your email.
- Keep emails brief and to the point.
- Don't mass e-mail people.
- Use a signature that includes contact information. Keep in mind you can have multiple signatures for different audiences.

Reading Email

- Never open an attachment from someone you don't know.
- Remember no reputable organization will ask you for personal information including passwords in an email message. Report these messages to the Helpdesk so when appropriate we can warn others about the scam.
- Don't forward emails that say to do so--no matter how noble the cause may be. Most are hoaxes do everyone a favor and just hit delete!
- Don't forward anything without editing out all the forwarding information, other email addresses, headers and commentary from all the other forwarders.

External Communications Policy

Media Relations

All contacts with the media must be cleared with the Communications and Marketing Office. Students, faculty and staff must cooperate with the Communications and Marketing Office to provide facts and figures for the media promptly.

Advertisements and Publications

In order to benefit from consistency in message and image for all University communications to external audiences, all publications intended for external audiences must be reviewed by the Communications and Marketing Office prior to printing.

Freedom of Expression and Dissent Policy

Freedom of expression and dissent is protected by University policy for all University community members. The University values and defends the right of free speech and the freedom of the individual to make one's own disclosures, while at the same time recognizing that such freedom exists in the context of the law and in responsibility for one's actions. Additionally, it is expected that all such expressions shall be made in the context of the Catholic heritage of the sponsoring organization, the Congregation of Divine Providence. The exercise of these rights must not deny the same rights to any other individual. The University therefore both fosters and protects the rights of individuals to express dissent.

Protest or demonstration shall not be discouraged so long as neither force nor the threat of force is used, and so long as the orderly processes of the University are not deliberately obstructed. Membership in the University community carries with it, as a necessary condition, the agreement to honor and abide by this policy, and by the University's "Statement on Rights and Freedoms of Students." Specifically, expressions of dissent may not engage in the following activities:

1. Deny or infringe upon the rights of other students, faculty, staff or guests of the University
2. Disrupt or interfere with educational or other activities of the University community
3. Create a volume of sound that prevents members of the University community from conducting their normal activities
4. Obstruct pedestrian or vehicular traffic on campus

5. Obstruct or restrict the free movement of persons in any part of property owned or leased by the University
6. Deny the normal use of offices or other facilities to the students, faculty, staff and guests of the University
7. Endanger the safety of any individual on the University campus
8. Result in the defacement or destruction of University property

Time Restrictions

Persons wishing to exercise their rights under this freedom may do so between the hours of 8 a.m. and 7 p.m., Monday through Friday or at other times with advanced written approval of the Vice President for Student Life or designate. Approval may be granted based on substantial and compelling rationale that makes adherence to the established hours impossible or impractical.

Location Restrictions

Normally, such exercises of this right shall be restricted to the area outside of the UWAC between the Great Hall and Casa Caritas, known as the Free Speech Forum Area.

Manner Restrictions

Peaceable demonstrations that are in keeping with the University's mission, goals, values and policies are permitted. If amplified sound is needed, requests for such shall be made through the Student Life Office. Each use of the Free Speech Forum Area shall require separate "Facility and Event Registration Forms." Normally, requests for the Free Speech Forum Area may not exceed a three hour time block. Exceptions based on substantial and compelling rationale must be submitted in writing in advance to the Vice President for Student Life or designate for approval. In no way should the manner of exercise of this right be such as to obstruct normal University operations or to compel an individual's participation against his or her will.

Harassment Policy

The University will not tolerate any form of harassment relating to gender, race, sexual orientation, religion, age, ethnicity, national origin or physical ability. The term "harassment" includes, but is not limited to, slurs, jokes or unwelcome verbal, graphic or physical conduct. **In its broadest sense, "harassment" may include any and all conduct that is unwanted and interpreted as malicious in nature.** Violations of this policy shall subject the violator to disciplinary action up to and including termination or expulsion.

Hazing Policy

The University's policy on hazing is consistent with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157), as adapted. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any individual who reports a specific hazing event to the Vice President for Student Life or designate and immunizes that person from participation in any judicial proceeding resulting from that report. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing, however.

Definitions

1. Educational institution - includes a public or private high school or college, university or other post-secondary educational establishment
2. New member - means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization
3. New member education - means any action or activity related to becoming a member of an organization
4. Student - means any individual meeting one or more of the following criteria:
 - a. Is registered in or in attendance at an educational institution

- b. Has been accepted for admission at the educational institution where the hazing occurs
 - c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation
5. Organization - means an association, corporation, order, society, corps, cooperative, club or service, social or similar group, whose members are primarily students at an educational institution
 6. Hazing - means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. The term includes, but is not limited to, the following:
 - a. Any type of physical brutality, such as whipping, beating, striking, branding, electric shock, placing of a harmful substance on the body or similar activity
 - b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
 - c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection

Personal Hazing Offense

1. A person commits an offense if the person performs one or more of the following acts:
 - a. Engages in hazing
 - b. Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing
 - c. Permits hazing to occur intentionally, knowingly or recklessly
 - d. Has firsthand knowledge of the planning of a specific hazing incident involving student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President for Student Life or other appropriate University official
2. The offense of failing to report the hazing offense is a misdemeanor punishable by a fine, confinement in county jail for not more than 180 days, or both such fine and confinement
3. Any other offense under this section which does not cause serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 90 days nor more than 180 days, or both such fine and confinement
4. Any other offense under this section which causes serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 180 days nor more than one year, or both such fine and confinement
5. Any other offense under this section which causes the death of an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than one year or more than two years, or both such fine and confinement
6. Except when an offense causes the death of an individual, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service for an

appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail

Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, new members or alumni of the organization commit or assist in the commission of hazing.
2. An offense under this section is a misdemeanor punishable by a fine, or if a court finds that the offense caused personal injury, property damage or other loss, the court may sentence the organization to pay a fine or expenses incurred because of such injury, damage or loss.

Consent Not a Defense

It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense under this policy, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President for Student Life or designate or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses in Addition to Other Penal Provisions

This policy does not affect or repeal any penal law of this state. Nothing in this policy will limit or affect the right of an educational institution to enforce its own penalties against hazing. If any provision of this act or its application to any person, entity or circumstance is held invalid, the invalidity does not affect other provisions or applications of this act that can be given effect without the invalid provisions or application, and to this end the provisions of this act are declared to be severable.

Reporting by Medical Authorities

A physician or other medical practitioner treating a student who may have been subjected to hazing activities has the following rights:

1. The physician may report the suspected hazing activities to police or other law enforcement officials.
2. The physician is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Illegal Gambling Policy

The University expects students to abide by federal and state laws prohibiting illegal gambling. Students involved in illegal gambling risk disciplinary sanction from the University. Such prohibited activities include, but are not limited to, the following:

1. Betting on, wagering on or selling pools on sports events
2. Possessing on one's person or premises any card, book or other device for registering bets
3. Permitting the use of one's telephone or e-mail account for illegal gambling
4. Receiving or delivering letters, packages and parcels related to illegal gambling
5. Offering, soliciting or accepting a bribe to influence the outcome of a sports event
6. Involvement in bookmaking or wagering pools regarding sports events

Intellectual Property Policy

Intellectual property refers to scientific and technological developments, including inventions, discoveries, trade secrets, computer and audio-visual software, artistic, scholarly, and literary productions which may be protected by copyright or patent and are produced by faculty, faculty associates, staff, and students.

The following guidelines apply for determining and apportioning ownership, copyrighting, patenting, licensing, participating in royalties, and equity and management participation by the inventor in businesses which utilize technology subject to review under this Intellectual Property Policy.

The University subscribes to the American Association of University Professors (AAUP) policy recommendation of 1967 (AAUP Bulletin, Summer 1967, p. 246), which states that —the teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Our Lady of the Lake University employees who create intellectual property should submit to the Vice President for Academic Affairs a written statement describing the intellectual property within 30 days of the conclusion of the activity under which it was created or within 30 days of its creation, whichever occurs sooner.

When publication, lecture, artistic works or performances, inventions, software, scientific or technological developments are produced solely on the faculty member's own time without special support from the University resources over and above those resources available to all faculty, then any royalties, stipends, or honoraria deriving from such work belongs exclusively to the faculty member. However, when the work in question was produced on university time (for which compensation was already received) or when the work was supported by special resources of the university over and above those resources normally available to faculty, staff, or students, then the faculty member must negotiate a satisfactory arrangement with the university by which the income from the work is appropriately and equitably shared by the institution and the individual. If the work was supported in whole or in part by an external grant or contract made to the university, then appropriate clearances must be negotiated with the sponsoring agency.

Copyrights and patents must be similarly negotiated with the university and any sponsoring agency. Costs of filing patents and copyrights will be apportioned according to the proportional interest in the intellectual property, except that if the university is not interested in assuming the costs of the patent or copyright, the inventor or author may apply in his/her own name and at his/her own expense, the title and royalties in this case being the private property of the inventor or author. Under these circumstances the inventor or author shall grant to the university a royalty-free, irrevocable, nonexclusive license to make or use the invention or property for its own purpose. Copyright ownership of manuscripts, literary work, visual work, and performance and sound recordings ordinarily belong to the author of such work, unless such work is —made for hire. Any —work made for hire is the property of the university, and is defined as (1) work prepared by an employee within the scope of his or her employment (on the time of the university); (2) work specially ordered or commissioned when there is a written agreement to consider the work —work made for hire.

The university does not ordinarily own and operate businesses related to development of intellectual property. In cases where such development may occur, the university and the inventor will negotiate appropriate conditions for equity and management of a business. Any share in equity or participation in management of a business related to development of intellectual property by the inventor may not interfere with the inventor's duties as an employee of the university.

The Vice President for Academic Affairs will be the representative of the university in negotiations related to the policies stated above and in the review of intellectual property. In cases where dispute arises as to the application of the above policies regarding ownership, patents, or copyrights, the faculty Research and Professional Development Council shall review the case, hear presentations of evidence from all sides, and act as advisory body to the Executive Vice President in determination of the university's position.

The Vice President for Academic Affairs will be the representative of the university in negotiations related to the policies stated above and in the review of intellectual property. In cases where dispute arises as to the application of the above policies regarding ownership, patents, or copyrights, the faculty Research and Professional Development Council shall review the case, hear presentations of evidence from all sides, and act as advisory body to the Executive Vice President in determination of the university's position.

Loitering Policy

The University welcomes visitors to its campus, but discourages loitering. Individuals who are not visiting specific University students, faculty or staff members, or who have not obtained authorization to use University facilities, may be required to leave the premises. The University community should contact OLLU Police to investigate suspicious activities.

Meningitis Vaccination Policy

ALL (undergraduate, graduate, Ph.D., weekend college and online) students currently enrolled or enrolling in OLLU must submit evidence of vaccination against bacterial meningitis to the OLLU Health Services.

Students who have been vaccinated must provide proof that the vaccination was administered 10 days prior to the first day of the semester. Vaccinations must be current. Effective September 1, 2011, Current is defined as having received the vaccination within the past 5 years.

ALL students living in OLLU housing are required to provide proof that the vaccination was administered 10 days prior to the first day of moving into campus housing. Vaccinations must be current. Effective September 1, 2011, Current is defined as having received the vaccination within the past 5 years.

Missing Student Notification Policy

Our Lady of the Lake University takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating OLLU student(s) living in University-owned, on-campus housing who, based on the facts and circumstances known to the University, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

If a student is believed to be missing you should notify Our Lady of the Lake University Police Department or Student Life Office and provide as much information as possible. While a 24-hour window of waiting time is standard, reports can be made anytime a concern arises. These offices will undertake an immediate investigation and make efforts to contact the student, his/her friends, acquaintances, and professors, in an attempt to locate them. It is often the case that students who are reported missing have simply altered their routine without informing friends and family members.

If it is determined that a student is missing, Our Lady of the Lake University Police Department or Student Life Office will begin calling the persons designated as an emergency contact by the student. Parents and guardians of students, as listed in the University data system, will be notified in the event a report has been filed. If a student wishes to identify a different individual for notification, his or her contact information must be sent by e-mail to the Residential Life Office residencelife@ollusa.edu.

Pet/Services/Comfort Animal Policy

The purpose of this policy is to provide for the health and safety of Our Lady of the Lake University (OLLU) students, faculty, staff, and visitors and for the protection of the University's property/assets. This policy is intended to allow pets/service/comfort animals on campus in a way that provides for the restraint of these animals and also provides for some protection for those on campus from breeds that have a history of dangerous behavior.

SCOPE:

This policy applies to all on-campus, University-controlled properties and all athletic facilities. Pets/service/comfort animals on campus can pose a significant risk to OLLU and its community. This policy standardizes the University's position on the management of animals on OLLU property.

RESPONSIBILITY:

Definitions

- A. University-controlled property - Property that is owned, operated, and/or maintained by the University.
- B. Service Animal - A guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. Police K-9s are also considered a service animal as well as other animals that work for emergency personnel.
- C. Research and Teaching Animals - Approved animals used directly in support of OLLU University's mission of teaching, research, and or clinical programs as used in accordance with guidelines established by the Office of the Vice President of Academic Affairs.
- D. Pets at Large - An animal that is either unattended and/or unrestrained by its owner.
- E. Comfort Animals - The student has a disability, meaning that she or he has a physical or mental impairment which substantially limits one or more of major life activities; has a record of having such an impairment, or is regarded as having such an impairment; the animal is necessary to afford the person with the disability an equal opportunity to use and enjoy a dwelling; and there is an identifiable relationship or nexus between the disability and the assistance the animal provides

Health & Safety Concerns

Animals can pose various health and safety concerns to the campus community such as allergic reactions to animal dander, excessive noise, animal bites, and disease transmission (i.e., fleas, ticks, parasites, viruses, bacteria, etc.). Individuals with a disability who require the use of a service animal are at particular risk. For example, a dog running at-large poses a hazard to an individual using a service dog, should there be a confrontation between the two animals.

Inside/Outside Facility Guidelines

It is prohibited to bring dogs, cats, or other pets inside any University-controlled buildings, except for the animals listed in the exemption section of this policy. While on University-controlled properties, pets must be maintained on a leash of six feet or shorter, on a restraining harness, or in a caged enclosure. With the exception of the animals listed in the exemption section, pets are not allowed in or on any athletic facilities (inside or outside). Animals will not be allowed (leashed or unleashed) at any special events or University functions with the exception of any specific event that has been approved by the Vice President of Student Life. Pet owners are responsible for cleaning up any messes made by their pet. Anyone who brings a pet on University-controlled property assumes all financial responsibility for any damages to property or injury to individuals caused by the animal. Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

Prohibited Animals

Animals such as poisonous reptiles, constricting snakes (e.g., Boas, Pythons, and Anacondas) and other potentially dangerous or aggressive animals are prohibited from all University-controlled property (inside and outside) at all times, except those used in accepted academic or experimental purposes.

The following breeds of dogs on this non-exhaustive list are also prohibited from all University-owned property:

- A. Pit Bull
- B. Rottweiler
- C. German Shepherd
- D. Doberman Pinscher
- E. Any hybrids that are mixed with the breeds mentioned above
- F. Non-domesticated animals
- G. Pets with a history of aggressive behavior

Failure to Comply

A. Prohibited Animals on University-controlled Property

Any prohibited animals on a University-controlled property must be removed immediately. If a prohibited animal is observed on a University-controlled property, the owner may face disciplinary measures by appropriate authorities which may include Student Life, Residential Life, or the University's Human Resource Department. OLLU Police Department will enforce this policy.

B. Unattended or Unrestrained Animals

If an unrestrained/unattended animal is observed, a reasonable attempt will be made to locate the animal's owner. If the owner is located, he/she may face disciplinary measures by appropriate authorities. OLLU Police Department will enforce this policy. If attempts to find the animal's owner are unsuccessful, the San Antonio Animal Control Office will be contacted; resulting in the removal of the animal from University property.

C. Property Damage

The University will seek restitution for any animal-related damage to University-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

Exempted Pets and Other Animals

The animals listed below are permitted inside University-controlled property:

- A. Service animals
- B. Research and testing animals
- C. Fish in containers of ten gallons or less
- D. On-duty police K-9s or rescue dogs
- E. Faculty/Staff -in-Residence apartments excluding those breeds mentioned in the Prohibited Animals section above and as listed in the Residence Hall Agreement.
- F. Comfort Animals
- G. Official University mascots

Although these animals are permitted within the buildings and facilities, said animals must remain under the control of the owner at all times. The care or supervision of exempted animals is solely the responsibility of their owners. OLLU University reserves the right to exclude an exempt animal whose behavior poses a threat to the health or safety of others.

References

The prohibited breeds of dogs list mentioned in the Prohibited Animals section of this policy is based on in-depth research conducted by the Center for Disease Control, the Human Society of the United States, and the American Veterinary Medical Association.

Posting Policy

All materials to be posted or distributed on campus by students, faculty, staff members, alumni, and organizations must first receive approval from the Student Leadership and Development Office. Sponsors of events or persons responsible for advertising must adhere to the following

guidelines. Failure to comply will result in removal of posted items and loss of advertising privileges until such time as determined by the Director of Student Leadership and Development Office. Students, faculty, staff, and alumni must post and remove the approved materials during the designated time frame as assigned by the Student Leadership and Development Office.

General

- Submit original copies of materials to the Student Leadership and Development Office a minimum of 24 hours before distribution. We encourage groups to use recycled paper and recycle publicity materials.
- For most events, there is a two-week time limit for all publicity. Publicity must be removed 24 hours after the event's conclusion; failure to comply will result in loss of privileges.
- Fastening of fliers, posters, or banners on trees, buildings, sidewalks, windows, glass doors, or telephone poles is prohibited. (With approval through the Director of Student Leadership and Development Office, the aforementioned regulations may be approved).
- Materials containing profane, racially- or culturally-insensitive, or otherwise inappropriate language and drawings are prohibited.
- Other forms of publicity, such as table tents, handbills, message tags, door tags, and mailbox stuffers, are to be cleared by appropriate authorities (e.g. Food Services Manager, Post Office Supervisor, and Director of Residence Life).
- Student Leadership and Development Office reserves the right to refuse service to any Student, Faculty, Staff, Alumni, or organization due to failure of following the posting policy.
- Floor publicity should be taped down to eliminate any risk hazards and can only be utilized on outdoor concrete surfaces.

Bulletin Boards

- Submit 10-12 original copies of materials to the Student Leadership and Development Office a minimum of 24 hours before distribution. OLLU has 15 General Bulletin Boards for approved 8.5 x 11 fliers or 11 x 17 posters.
- All publicity must contain the event's sponsoring individual or organization, date, time, location, cost (if applicable), and contact information (name, phone number or e-mail address). Posters may not exceed 18" x 24".
- Publicity must be posted on designated "General Information" bulletin boards only. Contact the Student Leadership and Development Office for a list of approved spaces for advertising.
- Personal notices (e.g. "For Sale," "For Rent," "Lost and Found") must include appropriate contact information and are available to University students, faculty, and staff members only.

A Frames

- A Frames are not allowed to be placed in hallways, suggested areas include: Mall area: Café entrance, outside the bookstore, near mall area fountain, Cyber Café sidewalk, Metz or Walter Center sidewalk, and/or in front of the UWAC.
- Students, Faculty, Staff, Alumni, or organizations utilizing A frames are responsible for replacement costs for damages or loss. Maximum checkout is 3 days.

Banners

- Eight banner spaces (3' X 6') are available to reserve through the Student Leadership and Development Office. To utilize these spaces, you must reserve your space through the Student Leadership and Development Office. Reservations will be scheduled more than one month out. Spaces cannot be reserved for more than 1 week.
- Banners must be hung by an organization member between 7am and 12noon. If the poster is not up by noon, the space will be given to the first group that requests it.
- If your organization wishes to keep your poster, please remove it by the closing of the last day of your reservation. Any banners not removed by that time will be thrown away. Banners must not exceed 3 feet by 6 feet.
- Please utilize the banner posting bar if available. Masking tape and/or Blue Painters tape is allowed on wall surfaces. Do not use duct tape or clear packaging tape, this will remove the paint and possibly damage the walls of buildings.

Sales and Solicitation Policy

The University requires solicitors, sales personnel, and distributors to obtain permission from the Director of Student Leadership and Development, or a designate, for advertisement, solicitation, selling and distribution on campus. Such permission shall include all time, location and manner restrictions effective for such activity. All such activity must be conducted in a passive nature. Students, faculty and staff are cautioned that such permission does not constitute an endorsement by the University. Door-to-door solicitation is not permitted in the residence halls.

Security and Emergency Services Policy

University community members and guests are required to cooperate with and follow the directions of University Police at all times.

Security Services

University Police are required at all large group assemblies, all functions where circumstances may call for Police/security intervention, and all functions where alcoholic beverages are served. Only University Police can be contracted for providing security for on-campus events. As needed, the Chief of Police reserves the right to subcontract security duties to an outside law enforcement agency.

Emergency Services

University Police are the University's first-response team in emergency and crisis situations. University Police should be contacted to coordinate emergency services whenever such situations occur.

Smoking Policy

The University is committed to providing a healthy learning and working environment for all University community members and campus guests. While the University acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of non-smokers nor cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicates that the health of non-smokers is endangered by exposure to secondary smoke. The following guidelines regulate smoking, including cigarettes, cigars and pipes:

1. Smoking is prohibited inside all University buildings, including all residence halls.

2. Smoking is prohibited inside all University vehicles.

Student Complaints: Discrimination

Purpose

As a Catholic University we strive to maintain a learning environment free of discrimination. It is the policy of the Our Lady of the Lake University to provide an educational, environment free of discrimination based on following categories: race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. No member of the University community as defined in this policy will engage in conduct constituting discrimination.

The University will investigate all allegations of discrimination and take appropriate disciplinary action. Disciplinary action may include dismissal of employees or expulsion of students.

The university will comply with all state and federal statutes, regulations, executive orders, and federal government contracts/programs regarding participant inclusion.

Scope of Policy: Definitions

No student, on the basis of the categories listed in this policy (see paragraph 1), shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the University. Discrimination and harassment against students are prohibited by several federal laws, including, but not limited to, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act; and Section 504 of the Rehabilitation Act.

Programs and activities that receive federal funding must operate in a non-discriminatory manner. These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and student employment.

Dispute Resolution and Complaint Process

Any student alleging discrimination is encouraged to seek redress of his/her complaint. A student may seek informal resolution by contacting the Associate Vice President for Student Life or the appropriate supervisor who shall undertake an investigation with permission of the student, to resolve the conflict informally by informing the alleged offender of the complaint, seeking to document the facts as reported by both parties, and, if both parties agree, arranging a meeting to try to resolve the differences.

If informal resolution is determined to be undesirable or ineffective by the complainant, then the student may initiate a formal complaint about discrimination. Formal complaints must be in writing, and given to the appropriate supervisor in the area in which the alleged discrimination has occurred within ten working days (M-F) of the unsatisfactory resolution meeting. The complaint must state the problem, when it occurred, what the complainant has done to bring this to the attention of the appropriate supervisor, and what has occurred since. If the alleged discrimination has resulted in an academic infringement (i.e., poor grade in an assignment) the student should follow the student grievance process found in the OLLU Student Handbook.

The appropriate supervisor has ten working days to respond to the complaint. If the student filing the complaint is not satisfied with the response, the student may file the written complaint with the Vice President of Student Life. If the student remains dissatisfied with the outcome, he/she can present the case to the University President who has ten working days to respond to the complaint. The President's decision is final. Copies of all correspondence from all parties are to be sent to the appropriate Supervisor, the Vice President for Student Life and the Human Resources Office.

Retaliation is Prohibited

Students have a legal right to file informal or formal complaints as well as criminal charges of discrimination and to participate as witnesses in an investigation of such a charge. Retaliation against complainants and witnesses is strictly forbidden.

Student Concerns Procedure

Students are encouraged to voice legitimate concerns to relevant University officials. Concerns should be directly verbally to the individual involved or, if the concern does not involve an individual, to the supervisor of the area or department of concern. If such action does not result in adequate resolution of the situation, concerns should be put in writing and one of the following procedures applies:

1. **Academic concerns** should be expressed first to the instructor, then to the appropriate program head or department chair, then to the dean of the appropriate school or college, then to the Vice President for Academic Affairs.
2. **Non-academic** and administrative concerns should be expressed first to the individual, then to the director or supervisor of the department, then to the division Vice President or supervisor.

Student Grievance Procedure

Our Lady of the Lake University provides a uniform method by which students can pursue grievable academic issues.

Definition. An academic grievance is an allegation that something has occurred that violates existing University academic policy or established practices, or is intrinsically wrong. Grievable academic issues include but are not limited to complaints about alleged violations of the institution's academic policies (e.g., application of grading policies), unfairness in the application of policies (e.g., accusation of plagiarism or cheating), or other academic matters.

Evaluation of a student's academic performance in a course or program of the University, when conducted by a faculty member, is presumed to be valid unless there is proof that the evaluation was significantly and adversely affected by prejudice (bias against the student as an individual or as a member of a group or class) and/or capriciousness (unjustifiable deviation from generally acceptable academic standards or procedures, or from explicit understandings established for the course or through the course syllabus, which is the de facto contract for course objectives, requirements and expectations).

Step 1--Informal Resolution

First, the student must talk with the faculty member about his/her complaint within 30 working days¹ of the end of the term. The faculty member is required by University policy to confer with a

student who requests redress within 10 working days. Adhering to the University's core values, the intent during this step is to maintain open communication between the student and the faculty member. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

If the faculty member does not respond, the student may proceed to Step 2.

Step 2--Academic Grievance

If the student and the faculty member are unable to resolve the matter in good faith, through reexamination of the issues and negotiation, the student must then talk with the faculty member's department chair or designee appointed by the dean, who will attempt to collaboratively resolve the complaint between the parties. In preparation for and prior to this meeting, the student must submit the academic grievance in writing to the department chair within 10 working days of the meeting in Step 1. The grievance must include all of the following:

- A. How the decision or action is unfair and harmful to the grievant.
- B. A list of the University policies or state or federal laws that have been violated, if known.
- C. The name the respondent parties (the person(s) against whom the grievance was filed).
- D. A statement as to how the respondents are responsible for the action or decision.
- E. Evidence in support of the complaint.
- F. A statement of the requested remedy.

The department head is empowered to hear both sides of the matter, to examine all relevant documents and evidence held by either the student or the faculty member, to bring the student and the faculty member together (in person or through electronic communication tools) for further clarification, discussion and negotiation, and to suggest possible compromises or other remediation of the issue. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

If the academic grievance concerns the department chairperson or other officials of the department, the student has a right to bypass Step 2 and proceed directly to the College/School Level.

If the complaint is not satisfactorily resolved through Steps 1 and 2, a student may proceed to Step 3, Mediation.

Step 3--Mediation

When an academic grievance is not resolved at the level of the department chair, the issue goes to the dean of the school or college to mediate. Similar to the department head, the dean is empowered to hear both sides of the matter, to examine all relevant documents and evidence held by either the student or the faculty member, to bring the student and the faculty member together for further clarification, discussion and negotiation, and to suggest possible compromises or other remediation of the issue. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

The dean, the faculty member, and the student will collaborate to try to resolve the matter within 10 working days of the dean's receiving the mediation request.

Step 4 – Letter of Appeal and Final Resolution

If the mediating efforts in Step 3 do not satisfactorily resolve the matter at the level of the dean, the student is required to submit a letter of appeal to the Vice President of Academic Affairs

(VPAA) requesting a review of the matter by the VPAA or an Academic Affairs delegate within 10 days of the Dean's decision. The letter of appeal must include all information presented at Steps 1 and 2 and any additional relevant information. The VPAA or delegate will review the materials within 15 working days of receipt of the appeal. This may or may not include a meeting with relevant parties to substantiate or clarify presented information. The student may choose to have a support person accompany her/him to any meetings but the support person is not allowed to speak on the student's behalf.

Once the VPAA's decision is made, all parties will be notified in writing of the decision and any actions related to this petition. Communication of the decision ends institutional due process on the grievance, and no further appeal is possible.

¹ Working day is defined as a day in which the university is in full operation, excluding Saturday and Sunday.

Student Right to Know and Campus Security Act (1990)

This act requires Our Lady of the Lake University to produce and make readily available the completion or graduation rates of certificate or degree-seeking full-time students. This information must be available to current students and to each prospective student upon request prior to those prospective students enrolling or entry into any financial obligation. The University must make this information available annually; the period of time covered by each report is the one-year period ending the previous June 30. There are additional provisions that would apply should Our Lady of the Lake University award athletically-related student aid. This act also requires the University annually to collect and report certain information on campus crime to current students and employees and upon request to applicants for enrollment or employment.

Students' Right to Know and Campus Security Policy: The University collects reports and makes available on an annual basis the required information on student completion and graduation rates.

On an annual basis the University prepares, reports, publishes and distributes to each employee, student and (upon request) applicants:

- a. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- b. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
- c. A statement of current policies concerning campus law enforcement including: (1) the enforcement authority of security personnel, including their working relationships with state and local police agencies; and (2) policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- d. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- e. A description of programs designed to inform students and employees about the prevention of crimes.
- f. Statistics concerning the occurrence on campus during the most recent school year and during the two preceding school years for which data are available for the following criminal offenses

reported to campus security authorities or local police agencies: murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.

g. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

h. Statistics concerning the number of arrests for the following crimes occurring on campus: liquor law violations, drug abuse violations and weapons possessions.

i. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws; and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws; and a description of any drug or alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended.

Technology (Acceptable) Use Policy

Our Lady of the Lake (OLLU) University's Information Technology Services (ITS) supports the educational mission and operational needs of the institution. Policies protect individual and institutional rights, and identify responsibilities associated with the privilege of access to institutional resources. These resources include such things as computers, phones, and any device that uses the wired or wireless network or contains university owned information. By accepting the privilege of using University resources, the individual accepts the responsibility for learning the legal and policy restrictions on that use and agrees to abide by those regulations. ITS is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

A user is responsible for all activity originating from his or her account and for ensuring that passwords or other security measures are not breached. A user who suspects that someone else has accessed his/her account must immediately contact the ITS Help Desk at extension 3908 or (800) 260-8130.

Users may not:

- share passwords,
- attempt to circumvent security measures,
- interfere with the ability of others to use the network,
- use University computing resources for harassing communication, and
- use computing or networking resources to operate a business unrelated to the mission of the University.

Users must:

- abide by all University policies, Copyright Law, OLLU's information for the Digital Millennium Copyright Act can be found at: <http://www.ollusa.edu/dmca.html>
- comply with federal, Texas, and other applicable laws; applicable University rules and policies; and applicable contracts and licenses.

All employees are expected to use good judgment in determining the appropriate amount of time spent in accessing the Web and using other computer applications. Establishing and enforcing guidelines for at-work personal/recreational use of OLLU computing resources is the responsibility of each supervisor/dean, within the general provision that there be zero impact on the employee's work performance.

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University.

Use of hardware/software

University owned or leased computer hardware, software, and software licenses are the property of OLLU. With the exception of intellectual property, data stored on University property is the property of OLLU.

Legitimate use of a computer or network system is based on the requirements of a user's position, not on the knowledge of the user or whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible.

The University owns licenses to a number of proprietary programs. Users may not redistribute or reverse engineer software outside of the license terms with the software suppliers. Copyright protection also applies to many resources found on the Internet, including but not limited to images, audio and video files, and electronic versions of print materials. The use and redistribution of any software or other copyrighted materials without permission is strictly prohibited.

Protection of confidential information

Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintaining the security and confidentiality of those records to which they are granted access. Additionally, all faculty, staff and students must comply with the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the release of student information, the Health Insurance Portability and Accountability Act (HIPAA), and any federal, state and local laws.

Access to and use of data

Material that is damaging to the University, in violation of copyright laws, in violation of University contractual agreements, or otherwise contrary to University standards may not be downloaded or posted to University computers or transported across University networks. Violations include, but are not limited to:

- Accessing, or attempting to access, data or information without proper authorization regardless of the means by which this access is attempted or accomplished;
- Download copyrighted programs
- Giving another person access to data or information to which they are not authorized;
- Obtaining, possessing, using, or attempting to use passwords or other information about someone else's account;
- Forging, fraudulently altering, or willfully falsifying computer files/data identified as University records;
- Using electronic resources to hoard, damage, or otherwise interfere with administrative or academic resources accessible electronically;
- Using electronic resources to steal another individual's work or otherwise misrepresent one's own work;
- Interfering with the work of another user;
- Supplying or attempting to supply false or misleading information or identification in order to access another user's account,
- Deliberate, unauthorized attempts to access, use, or manipulate University computers, computer facilities, networks, systems, programs or data.

- Damage or destruction of equipment, software, or data belonging to the University or to other users, including adding, altering, or deleting files on University workstations and/or servers.
- Users may not change, copy, delete, read or otherwise modify University leased or purchased software except where permitted.

Right to Privacy

Though users can expect the University to respect their privacy, the privacy rights of individuals using University owned equipment have some limits. In particular, OLLU reserves the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and other damaging programs. ITS personnel will not access programs, files or data without permission from one of the following:

- The creator/ custodian of the materials,
- The Vice President of Student Life if the creator/custodian is a student or prospective student, or
- The appropriate Vice President, Dean, if the owner is a member of the faculty, staff, alumni, or parent.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions placed upon information stored or transmitted across computers and network systems, even when that data or information is not adequately secured.

Users should also be aware that their privacy is also impacted by other federal legislation. More information on this can be found at: http://www.fincen.gov/pa_main.html

Safeguarding of security passwords, user identity, and system access

Investigating or reading another user's files is considered the same as reading papers on someone's desk - a violation of the person's privacy. Reading protected files without authorization by the custodian of the file, by whatever mechanism, is prohibited. However, there may be situations when their supervisor or another employee may need to access the computer or files. Users should not expect information left on a University computer to be unconditionally private.

Students, faculty and staff should report violations of this policy, potential loopholes in computer systems security, and cooperate with the Chief Technology Officer in the investigation of suspected policy violations. These issues should be reported to the ITS Help Desk at extension 3908 or (800) 260-8130. Users who have valid accounts may only use computer and network resources that they are specifically authorized to use. Users shall use accounts for authorized purposes and are responsible for safeguarding their computer account. Users should not allow other person(s) to use their account. Passwords should be changed often to ensure that private and secure files are kept secure. Computer accounts may not be transferred or used by other individuals including family and friends.

Users are to take precautions to prevent the unauthorized use of their passwords. In choosing passwords, users are to avoid the use of common words, proper names, readily associated nicknames or initials, and any other letter and/or number sequences that might be easily guessed. Users will be held accountable for all actions performed under their username and password, including those performed by individuals as a result of user negligence in protecting this information. If passwords become compromised, users are to change them immediately and contact the helpdesk.

Communications, E-mail, and Web applications

- OLLU maintains electronic mail, web, and other systems to facilitate University business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail system should be considered official University correspondence and could be subpoenaed by a court of law.
- The University expects e-mail messages to be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee's messages without permission.
- Communications via e-mail are subject to all University standards and policies that govern other forms of communication.
- The University provides bulletin boards, chat rooms, and other forms of communication. As such, the University reserves the right to delete posted materials that violate standards of appropriate conduct.
- The University also provides the opportunity for students, faculty and staff to post individual web pages. The University does not monitor web pages but individual students or staff members should be aware that University policies regarding harassment or inappropriate conduct apply to web page materials.
- University email, web and other electronic services may not be used for commercial and/or private gain.

Vandalism

Any user's account, software, and hardware, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resource disruption or destruction, is considered vandalism.

Violations

Any user of computing and networking resources can be denied full or partial access to computing and networking resources if he or she violates this policy. Generally, denial of service will be justified by well-documented violations of policy and warnings. ITS may terminate or restrict any person's access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the resources, or in the case of serious policy violations.

ITS will notify the user and the appropriate Vice President or Dean/Supervisor when access has been restricted or terminated.

Appeals will be handled through existing processes. (Student violations will be referred through the student code of conduct as outlined in the Student Handbook. Faculty and staff violations will be referred through conduct processes outlined in the Faculty Handbook and the Staff Handbook.) Where directly applicable the Student Handbook, Faculty Handbook and Staff Handbook take precedence over this policy.

- The student handbook can be found at: <http://www.ollusa.edu/stuhandbook>
- The Faculty Handbook can be found at: <http://www.ollusa.edu/fachandbooks>
- The Staff Handbook can be found at: <http://www.ollusa.edu/staffhandbook>

Any user of computing and networking resources is subject to disciplinary action up to and even including termination of employment or expulsion from the University for serious violations of this policy. Examples of serious violations include, but are not limited to, violations of the law (child pornography, FERPA), software piracy, and unauthorized access to and/or modification of data (academic records, financial, payroll, donor information). *FERPA information may be found*

at <http://www.ollusa.edu/ferpa>. Should it become necessary to deny faculty, staff, or current students access to computing or networking resources, a notice will be sent to them within 24 hours by mail. Should it become necessary to deny any other individual access to computing or networking resources, a notice will be sent to them within 48 hours by mail.

Theft Policy

Disciplinary sanctions for theft shall first be reported to the University Police for investigation. If the findings prove to be substantiated, the following measures will be taken:

1. University Police Department reports findings to the Vice President of Facilities and Finance and the Vice President for Student Life.
2. If a student is found guilty of theft or providing false testimony about any alleged incident, one or more of the following sanctions will apply. Such sanction shall appear on the student's official University transcript.
 - a. Restitution
 - b. Suspension
 - c. Expulsion
3. These sanctions shall not replace the possibility of future criminal prosecution nor do they preclude any financial obligations the student may owe the University.
4. The Vice President for Finance and Facilities and the Vice President for Student Life shall provide oversight of all disciplinary sanctions imposed.

Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy and Procedures

Our Lady of the Lake University (OLLU) is a Catholic institution, sponsored by the Congregation of Divine Providence. The staff and faculty at Our Lady of the Lake University place a high commitment to the core values of community, integrity, trust, and service, and it is our policy to provide an educational experience and workplace free of sexual harassment, misconduct, violence, stalking or discrimination. These acts are not tolerated at our institution and are also prohibited by several federal laws including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, and Section 504 of the Rehabilitation Act.

University programs and activities that receive federal funding must comply with all federal and state laws. No individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the University. These programs and activities may include, but are not limited to admissions, recruitment, financial aid, academic programs, student services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and student employment.

Our Lady of the Lake University not only complies with all state and federal statutes, regulations, executive orders, and federal government contracts/programs, but it has also instituted comprehensive education and prevention programs and grievance procedures which strive to ensure integrity and trust when complaints regarding sexual harassment, misconduct, violence, stalking and discrimination emerge.

We believe that all human beings are inherently sacred and deserve dignity and respect and every community member is expected to be respectful in all interactions as part of the learning experience.

Title IX Coordinators

The University has appointed a team of individuals to serve as Title IX coordinators who are tasked with ensuring responsive actions at the individual and University levels.

The **Title IX Coordinator** at OLLU is primarily responsible for:

- ensuring University responsibilities are met, especially those related to training of students, staff, faculty and those with Title IX responsibilities,
- coordinating the work of all OLLU departments that are engaged in Title IX efforts,
- overseeing the University Grievance Committee,
- ensuring complaints are handled through consistent practices and standards and
- reviewing all complaints received to identify and address any patterns or systemic problems.

The **Title IX Coordinator** at OLLU is:

Suzanne Patrick, Compliance Officer
Main Building, Room 104, San Antonio Campus
210-431-6552

The **Title IX Deputy Coordinators** for OLLU are primarily responsible for:

- serving as the main contact to individuals bringing complaints,
- acting as an impartial source of assistance in the resolution of disputes,
- upon receiving complaints, investigating the incident or overseeing the investigation and
- when called for, coordinating the formal hearing process.

The **Title IX Deputy Coordinators** at OLLU are:

Title IX Deputy Coordinator for Complaints Submitted by Students
Randall Garza, Director of Advising and Retention
Moye Hall, Room 009A, San Antonio Campus
210-431-4070

Title IX Deputy Coordinator for Complaints Submitted by Staff and Faculty
Patricia Gomez, Assistant Director for Human Resources
Main Building, Room 125H, San Antonio Campus
210-431-5550

Title IX Deputy Coordinator for Complaints Submitted by Staff, Faculty and Students on the Rio Grande Valley (La Feria) campus:
Patricia M. Longoria, PhD, Director
La Feria Administrative Building, Room A3
956-277-0146

Title IX Deputy Coordinator for Complaints Submitted by Staff, Faculty and Students on The Woodlands (Houston) campus:
Melinda Kirtley, Director/Admissions Counselor
Houston Campus, Room 118H
936-273-7620

All Deputy Coordinators are available to serve all constituents at OLLU. You are not required to go to the coordinator assigned to you as you can go to whoever you feel most comfortable. Please note that all online faculty, staff and students should submit complaints to the San Antonio

Campus contacts. Reports submitted in the Rio Grande Valley and Houston will be investigated jointly by the contact on that campus and the San Antonio Campus contacts.

We encourage all students, faculty and staff to report incidents of sexual harassment, misconduct, violence, stalking and discrimination to a Title IX deputy coordinator.

Responsible Employees and Awareness of Another Person Being Harassed

A “responsible employee” is defined as someone who has the authority to take action to redress sexual harassment, misconduct, violence, stalking and discrimination. At Our Lady of the Lake University, all employees are considered “responsible employees.” In general student employees are not considered responsible employees but are also encouraged to report incidents they learn about to achieve a safe and comfortable campus. However, Resident Assistants are considered responsible employees even if their primary role on the campus is a student.

All “responsible employees” who witness a fellow employee or student engaging in sexual misconduct or learn about an incident of sexual harassment, misconduct, violence, stalking or discrimination, must report the incident to the appropriate Title IX deputy coordinator. The Title IX deputy coordinator will ask the reporting employee to fill out a form describing the nature of the incident. After the report is filed, campus officials may require additional information to fulfill the University’s obligations under Title IX. All incidents must be reported within 72 hours of learning of the event with full detail to a Title IX deputy coordinator.

Duty of Good Faith

Any member of the University community is subject to disciplinary action for knowingly or recklessly bringing a false complaint against another member of the University community.

Retaliation is Prohibited

Retaliation against a student or employee for bringing a complaint of sexual harassment, misconduct, violence, stalking or discrimination is strictly prohibited. Any employee or student who does so is in violation of this policy and will be subject to disciplinary action. It is unlawful and actionable to retaliate against an individual for the purpose of interfering with any right or privilege secured by federal or Texas law. Our Lady of the Lake University is committed to the prevention of retaliation. If the Title IX coordinators or any faculty or staff at OLLU are aware of possible retaliation by the respondent (i.e., alleged offender) or third parties, the coordinators will take immediate and appropriate steps to investigate or otherwise determine what occurred. OLLU will take measures to protect the complainant and witnesses and ensure their safety as necessary. OLLU students, staff and faculty will be informed on an annual basis that retaliation is prohibited, and officials will not only take steps to prevent retaliation, but will also take strong responsive action if it occurs.

DEFINITIONS

Sexual Misconduct

Sexual Misconduct is behavior of a sexual nature that is unprofessional and/or inappropriate for the work place or classroom, but that does not meet the definition of sexual harassment. The purpose of prohibiting sexual misconduct is to discourage, and, if necessary, take disciplinary action for inappropriate or unprofessional activity of a sexual nature in the work place or classroom, even if the conduct appears to be welcomed and is not so serious or pervasive that it meets the definition of sexual harassment.

For examples of behavior that could constitute sexual misconduct or harassment, please see Appendix A.

Sexual Harassment

Sexual Harassment is any form of sexual advances, requests for sexual favors, creation of a hostile work environment through sexual innuendo, and other conduct of a sexual nature, which is unwelcome or unreasonably interferes with an individual's work performance. It includes any conduct that is persistently abusive or offensive to others and implies, in an abusive manner, a discriminatory hostility toward their personal or professional interests because of their sex.

For examples of behavior that could constitute sexual misconduct or harassment, please see Appendix A.

Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to an individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Domestic Violence

Domestic violence is also referred to as family violence in Texas and is defined as an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault or sexual assault, but does not include defensive measures to protect oneself. Abuse by a member of a family or household toward a child of the family or household also constitutes domestic or family violence.

Dating Violence

Dating violence "means an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim with whom the actor has or has had a dating relationship with or because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intending to cause physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault or sexual assault. A "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. This is evaluated by the length of the relationship, nature of the relationship and frequency and type of interaction between the two persons involved in the relationship. Casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship."

Stalking

Stalking refers to when a perpetrator tries to control his or her victim through behavior or threats intended to intimidate and terrify. A stalker can be an unknown person, an acquaintance or a former intimate partner. A stalker's state of mind can range from obsessive love to obsessive hatred. A stalker may follow a victim off and on for a period of days, weeks, or even years. A stalking victim feels reasonable fear of bodily injury or death to self or to a family or household member or damage to property. Stalking can be perpetrated by the stalker or by someone acting on her/his behalf. Stalking can take the form of verbal threats or threats conveyed by the stalker's conduct, non-consensual (unwanted) communication by any means, threatening mail, property damage, unwanted gifts, trespassing, surveillance of the victim, or by following the victim.

Consensual Sexual Relationships

Consent is defined as verbal agreement and positive physical cooperation in the course of mutually agreed upon sexual activity. The person giving consent must act freely, voluntarily and understand the nature of consent.

A consensual sexual relationship between a faculty or staff member and a student does not necessarily involve sexual harassment or misconduct. This policy, however, prohibits consensual sexual relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional responsibility with respect to the student, in a position to make or influence decisions, or to confer or withhold benefits relating to the student's education or employment.

This policy prohibits faculty or staff members from exercising supervisory responsibility with respect to another faculty or staff member with whom they are involved in a consensual sexual relationship. A faculty or staff member who enters into a consensual sexual relationship with a subordinate is required to promptly disclose the relationship to his/her superior(s) so that reassignment, alternative supervision processes, or other arrangements can be facilitated and documented.

Informal Resolution

Informal resolution is one way of addressing a complaint. The goal is to achieve a resolution that is desired by the complainant and acceptable to the respondent as well as to counsel and educate the parties.

Formal Resolution

Formal resolution of a complaint involves an investigation by the Title IX deputy coordinator, a hearing, adjudication, and possible disciplinary sanctions.

GRIEVANCE PROCEDURES

Any student, faculty or staff member who believes they have been the victim of sexual harassment, misconduct, violence, stalking and discrimination should report the incident to the appropriate Title IX deputy coordinator. The deputy coordinator will explain her/his role in resolving the complaint and will provide a description of the degrees of confidentiality provided by campus and non-campus resources (see Appendix B). Additionally, the deputy coordinator will explain the grievance processes and the individual will be given the option of seeking an informal or formal resolution to the complaint. If an individual is uninterested in pursuing an informal or formal response, they may terminate the conversation here; however, if the deputy coordinator believes there is compelling evidence that an offense may have been committed, or that the alleged offense poses a threat to the community, he/she may investigate even if the complainant does not want the matter pursued. The Title IX deputy coordinator will ask the person reporting to fill out a form that specifies the nature of the complaint and sign it.

In cases where the respondent is an OLLU staff or faculty member, his/her supervisor will be informed of the pending case as well as of its outcome. OLLU can, and will, take prompt steps to protect the complainant as necessary, including taking interim measures before the final outcome of an investigation.

Individuals reporting criminal acts should also file a report with the appropriate police department. Criminal incidents occurring on campus should be reported to the OLLU Police

Department. Off-campus incidents should be reported to the San Antonio Police Department (911 for emergency; 210-207-7273 for non-emergency), or local police municipalities for our locations outside of San Antonio. All reports of criminal acts should be filed immediately.

Informal Resolution Process

A complainant may choose to seek an informal resolution of a problem. The Title IX deputy coordinator will discuss a variety of informal methods that may allow the complainant to achieve an effective resolution of the problem. The use of the informal process is entirely voluntary. A complainant who is uncomfortable using any informal process is not expected to and is not to be encouraged to pursue it. A complainant who has opted for informal resolution may, at any time, stop the process and request a formal resolution.

Formal Resolution Process

A formal procedure may be initiated by the complainant or the Title IX coordinators. If an individual seeks formal resolution, the Title IX deputy coordinator will promptly notify the respondent about the complaint. The deputy coordinator will advise the respondent that the complaint is being investigated and that formal charges could result. The University's general practice for working with respondents on complaints is as follows, recognizing that circumstances of a particular case may require some flexibility of process:

1. The respondent will be allowed to meet with the Title IX deputy coordinator and receive a copy of this policy and the grievance procedures.
2. The deputy coordinator will review the alleged grounds for the complaint and will make a written summary of the initial meeting, including the respondent's response and any persons who may have relevant information. The respondent may review, amend and affirm by signature the accuracy of the summary.
3. The deputy coordinator will conduct a thorough investigation, making a reasonable effort to consult known sources of relevant information. Reasonable efforts will be made to keep the parties informed of the progress of the investigation. The determination as to whether formal charges will be brought as a result of the investigation will be made by the Title IX deputy coordinator within sixty (60) working days of the complaint. A working day is defined as a day when the University is in full operation.

If formal charges for violation of the Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy are brought, the respondent will receive written notice of the specific charges, the formal procedures that apply, and the sanctions that could be imposed if a violation is found. The respondent must reply to the charges in writing within ten (10) working days of receipt.

A formal hearing will be scheduled by the Title IX deputy coordinator within ten (10) working days of receiving the respondent's response. A different date may be provided based on good cause. Failure to respond or failure to appear at the hearing may result in the finding of a violation.

If no charges are brought, the respondent and complainant will be notified in writing.

Formal Hearing

A person formally charged with a violation of the Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy has an opportunity for a fair and impartial hearing. A violation of the policy by a student constitutes a violation of the Student Code of Conduct and may also violate one or more other substantive code

provisions. A staff or faculty member's violation of the Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy constitutes a breach of his or her terms of employment with reference to the applicable provisions of the Employee Conduct and Job Performance Rules and the Faculty Professional Ethics Statement, respectively (Staff Handbook p. G-19; Faculty Handbook, Appendix P). As such, all violators will also be subject to the established discipline process described in the aforementioned handbooks.

The hearing or proceeding is private and confidential. It is limited to the complainant, respondent, witnesses, Title IX deputy coordinator and the University Grievance Committee (UGC). The respondent has the right to be present during the hearing to learn about the complaints and respond accordingly. The complainant has the right to be present during any part of the hearing. The hearing will take place no sooner than seven (7) working days following submission of the Title IX deputy coordinator's summary of evidence.

The hearing or proceeding consists of a complaint description by the Title IX deputy coordinator; the presentation of the complaint by each party, including witnesses or documentary evidence; informal questioning of any party by the UGC; final statements by each party, if desired; and private deliberation by the UGC. A majority vote will determine whether the respondent violated the University's Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy. A determination of the verity of the alleged violation and sanctions will be presented to all parties within seven (7) working days after the hearing.

If the complainant or respondent is dissatisfied with the determination, an appeal may be filed with the Title IX deputy coordinator. The appeal must be submitted in writing within five (5) working days of the UGC determination. A three member subcommittee of the UGC will convene and consider all documentation to ensure integrity of the process and outcome. If warranted, the subcommittee may overturn the previous decision. The subcommittee's decision will be written by the UGC chair and submitted to the appellant within seven (7) working days after receipt of the appeal. The subcommittee's decision is final.

In relation to the formal hearing, the term proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.

It is important to note that whether the complainant chooses an informal or formal resolution process, the communications and meetings between the Title IX officials and the complainant regarding accommodations or protective measures are not considered part of the proceedings or hearing and are not defined as proceedings.

The University Grievance Committee

The University Grievance Committee (UGC) consists of fourteen committee members selected from throughout the University who will serve three year, staggered terms. Six members are faculty from the various University schools and eight are managerial or professional employees. The dean of each school nominates faculty members (of any rank). Managerial and professional employees are nominated by the vice presidents of their unit. The deans and vice presidents will make their recommendations to the president. The president makes all final decisions regarding appointments.

The Title IX deputy coordinator will convene a group of three from the UGC to govern and preside over a formal hearing. A committee member will be selected by the Title IX deputy coordinator to serve as chair. The group must also include an ex-officio member with the authority to impose sanctions on the respondent. If a UGC member cannot be impartial or has a conflict of interest, he/she must recuse him/herself from the hearing. All UGC members will be trained on Title IX and the procedural process.

Additional Rules

To determine the veracity of an alleged violation of the Title IX, Sexual Misconduct, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking Policy, the procedures identified below will be implemented.

1. The entirety of the proceedings (investigation, hearing, etc.) will be conducted fairly, impartially, and with the purpose of discovering the truth. Formal rules of procedure and evidence used in courts of law will not apply.
2. A policy violation will be evaluated using the preponderance of evidence standard. This is the same standard of proof used in most civil legal cases and requires that there be more evidence for than against, or that the winning argument is more probable than not. This entails some sense of weighing the evidence based on the relative importance of the various pieces of evidence presented in a case.
3. Consent is not a viable defense if the behavior concerns a student and a faculty or staff member who is in a position of professional responsibility. Consent may be available as an affirmative defense in other circumstances. When the defense is available, the respondent must prove the conduct was consensual or that there was a good faith basis to reasonably believe the complainant consented.
4. The respondent and complainant may identify a support person of their choosing during the proceedings. The support person is a silent participant and may not contribute to the hearing or proceedings in any way. The University reserves the right to remove or dismiss disruptive advisers or those who don't abide by restrictions on participation. Additionally, the University is not required to reschedule a proceeding or hearing if the advisor cannot attend as long as timely notice was given to both the complainant and the respondent as to when the hearing would take place in accordance to the Code of Federal Regulations (§§ 668.46(k)(3)(i)).
5. Formal proceedings are closed to the public. The University will exert its best efforts to maintain the confidentiality of the proceeding and to protect the privacy of the parties to the complaint. The immediate parties will both be notified in writing by the chair of the committee of the committee's decision and the nature of any sanctions imposed.

Sanctions and Results from Formal Proceeding/Hearing

The committee may impose any one or more sanctions as appropriate in the circumstances. In imposing sanctions, the committee will consider the nature, frequency, and severity of the offending conduct, the resulting harm to persons or to the campus community, the respondent's past disciplinary record at the University, and the likelihood of future harm to other persons or to the campus community. Sanctions may be imposed for corrective action.

For students, sanctions will be communicated to the Assistant Vice President for Student Life, who will administer the sanctions. Student sanctions include, but are not limited to: reprimands; probation; loss of privileges; suspension or expulsion.

For faculty and staff, sanctions will be communicated to the immediate supervisor, which may include deans and vice presidents. Faculty and staff sanctions include, but are not limited to: official reprimands; restrictions on participation in campus activities; transfer, suspension or

administrative leave of absence; participation in an appropriately designed educational or counseling program; or termination of employment.

Results mean any initial, interim, and final decision of sanctions made by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and/or the sanctions.

CONFIDENTIALITY

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information. Complaints will be treated confidentially to the extent permitted by law, this policy's reporting requirements and the University's need to investigate and resolve the reported problem. Disciplinary action cannot be taken, however, without informing the respondent of the complainant's identity, unless the charges could be effectively rebutted without knowing who made them.

COUNSELING AND SUPPORT RESOURCES

Any victim of sexual harassment, misconduct, violence, stalking and discrimination is encouraged to seek support. Students, faculty and staff have access to a variety of support services, some of which are fully confidential. Below is a list of on-campus and community resources available.

1. Office of Counseling Services

The Office of Counseling Services provides psychological services and support for enrolled students that enhance psychological and emotional growth. The counseling department provides a limited number of psychological services to University students and their families utilizing brief therapeutic models. Services are free to students.

Dr. Rosa A. Espinosa, LPC, Program Director
Providence Hall, Room 101
210-431-4053

2. Community Counseling Service

The Community Counseling Service (CCS) offers individual, couple/marital, or family counseling and psychological testing. The CCS staff is concerned with the mental health needs of San Antonio, including OLLU students. Confidential services are provided at a reasonable fee.

Dr. Bernadette H. Solorzano, Community Counseling Service Director
590 N. General McMullen
San Antonio, Texas 78228
210-434-1054

3. University Chaplain

The University Chaplain provides confidential counseling to any student, faculty or staff member with respect to discriminatory harassment, sexual harassment, sexual assault or sexual misconduct. The chaplain may work with a complainant to arrange a more formal counseling resource on or off-campus. The only role of the chaplain in a harassment complaint will be to provide confidential counseling. Unless otherwise required by law,

the chaplain is not required to report a client's sexual misconduct or harassment problem to the University without the client's consent and will not assume an advocacy role.

Fr. Kevin Fausz, University Chaplain
Elliott House, San Antonio Campus
210-431-3973

4. The Rape Crisis Center (RCC)

The Rape Crisis Center (RCC) provides services to any victim of sexual assault or abuse, recent or past. They also assist family members and friends of those who have been sexually assaulted or abused. In addition, they provide prevention education, community education, and professional training.

Mary Dom, Clinical Director of the Counseling Department
7500 U.S. Hwy 90 W
San Antonio, Texas 78227
210-521-7273

RECORDS RETENTION AND DISCLOSURE

The University will retain a confidential record of sexual harassment, misconduct, violence, stalking and discrimination including the complaint and its results of the proceedings. The existence and contents of this record may not be publicly disclosed by the University without the written consent of the person about whom the information is sought, except as permitted by the Family Educational Rights and Privacy Act or as required by law or a valid court order. The complaint record may otherwise be used by the University for legitimate internal purposes relating exclusively to the enforcement of this policy.

NOTIFICATION OF POLICY

The Office of Human Resources distributes this policy at faculty and staff orientation and it is always available on the University portal and the public website to staff members, faculty, administration, Board of Trustees and the public. The Office of Student Life distributes it to students. This policy is integrated into the University Student Handbook, Staff Handbook, and Faculty Handbook. The Office of Human Resources and the Office of Student Life will conduct workshops for all students, staff and faculty with the goal of providing necessary information on resources, support options and the ultimate goal of preventing incidents of this nature from occurring on campus.

This policy is subject to change and may be amended at any time without prior notice. The most current version of the policy will always be available on the University portal.

Vehicle Usage Policy

Only University employees aged 25 and older are permitted to reserve and drive University vehicles.

1. Transporting passengers in excess of vehicle seating capacities is prohibited.
2. University vehicles may be driven only within a 300 mile radius of San Antonio. University vehicles may not be driven or otherwise transported across state and national borders.
3. All passengers must complete "Field Trip/Retreat Release Forms" before being transported in University vehicles. Such completed forms should be retained during trips and filed afterwards as appropriate.
4. The use of alcohol and illegal drugs is prohibited while traveling in University vehicles. Failure to comply will result in loss of vehicle reservation privileges, in addition to prosecution in compliance with local, state and federal laws.

5. Vehicles must be returned in the same condition in which they were received. Penalty fees will be assessed for non-compliance.
6. Individuals and organizations are responsible for all vehicle damages resulting from anything other than routine wear and tear. Any negligence while using University vehicles will result in the immediate suspension of reservation privileges. Individuals and organizations whose negligent behavior damages University vehicles will be subject to sanction or will jeopardize their official recognition.
7. Individuals and organizations will be billed for all vehicle mileage charges.
8. Individuals and organizations failing to report departure and return mileage will be assessed charges.
9. Any accidents or injuries occurring while traveling must be reported immediately to the Director of Physical Plant. When filing accident reports with police or law enforcement officers, insurance information located in the glove compartment of University vehicles should be used.
10. Vehicle keys are available immediately prior to departure times. If individuals or organizations are departing outside of normal business hours (Monday through Friday, 8 a.m. to 5 p.m.), special arrangements must be made for key pick-up.
11. If individuals or organizations are returning to campus outside of normal business hours, vehicle keys must be submitted to University Police officers on duty.

Statement on AIDS and HIV Infection

Our Lady of the Lake University acknowledges the epidemic of AIDS (Acquired Immune Deficiency Syndrome) and HIV (Human Immunodeficiency Virus) infection requires an institutional response. The University is committed to educating its community members about AIDS and HIV infection. The University also will strive to limit the consequences of established infection and to provide a compassionate response to all concerned individuals.

In accordance with the recommendations of the American College Health Association and the American Council on Education, the University's primary response to the epidemic of AIDS and HIV infection is education. AIDS and HIV infection educational programming will recognize and address the diversity of people in the University community and will provide opportunities for effective learning by all of its members. Because there currently is no known vaccine to prevent HIV infection, programs that increase awareness and provide information to prevent further spread of the virus are essential. Although knowledge about limiting the consequences of established AIDS and HIV infection is beginning to develop, education programs must disseminate what information is available in this area.

It is also important for an institution such as Our Lady of the Lake University, with its rich Catholic heritage, to do all possible in order to develop values and attitudes that reflect our Judeo-Christian beliefs. Within all of its programs, the University will provide opportunities for its community members to develop a sense of human value and human dignity. The epidemic of AIDS and HIV infection raises issues of liability that are of great concern to virtually every institution and organization. As medical evidence consistently indicates, no actual safety risks are created in the usual workplace or academic setting, institutions such as the University can best render enrollment or employment safe and healthy through effective education and training programs. The program of education at the University will emphasize the following:

- Pre-marital abstinence and marital fidelity are the best private and public health measures against AIDS and HIV infection.
- Even despite symptoms, persons with HIV infection may transmit the virus to others through intimate sexual contact, transmission of infected blood, and sharing of un-sterilized needles.
- Among people who are sexually active, the consistent and conscientious use of condoms and spermicides containing nonoxynol-9 greatly reduce the chance of transmission of HIV through sexual intercourse.

- The sharing of needles used in the injection of illegal drugs is a proven means of transmitting HIV. Needles used to inject steroids may transmit HIV as well. Persons with documented HIV infection and those with behavioral risk factors for HIV infection should not donate blood, plasma, sperm or other body organs or tissues.
- People with HIV infection pose no risk of transmitting the virus to others through ordinary, casual interpersonal contact.
- Certain interventions and therapies can possibly limit the consequences of HIV infection among people already infected. People who know they have been infected may thus benefit from regular medical follow-up and evaluation.

Statement on Compliance with the Americans with Disabilities Act of 1990

It is University policy that reasonable accommodation must be made in all the academic and nonacademic programs and activities of the University and its associated agencies to permit equal opportunity for qualified students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) and Title III of the Americans with Disabilities Act of 1990 (Public Law 101-336). No otherwise qualified person with a disability will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by or under the auspices of Our Lady of the Lake University. Students with disabilities may obtain a “Request for Special Accommodations” form from the Center for Academic Achievement to have a class changed from an inaccessible classroom or to have special auxiliary aids or services provided. Alternate methods of testing and evaluation may be requested from the Assessment Center. Certain academic rules and regulations may be modified for students with disabilities when approved by the appropriate advisor and dean on a “Request for Exemption to Academic Regulation(s)” form. Course instructors may be petitioned directly for necessary modifications in course requirements, where these do not affect the essential objective of the course.

Statement on Compliance with the Drug-Free Schools and Communities Act of 1989

Our Lady of the Lake University expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students.

Flowing from its purpose as well as its commitment to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), the University promotes an environment to prevent the use of illegal drugs and chemical inhalants and the abuse of alcohol by students and employees. The University’s student and personnel policies clearly prohibit the unlawful possession, use or distribution of illegal drugs, chemical inhalants and alcohol by employees and students on University property or as part of any of the University’s activities. The University contends the abuse of substances can have devastating effects on an abuser’s physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser’s personal, academic and professional life.

According to a 1989 publication on “Drugs of Abuse” issued by the U.S. Department of Justice, low to moderate use of alcohol contributes to an increased incidence of violent behavior, including spouse and child abuse. Continued use of marijuana may result in fatigue, paranoia and possible psychosis. Prescription depressants may result in addiction. Withdrawal from these drugs produces anxiety, insomnia, convulsions and possible death. The effects of harder drugs are disastrous. Cocaine and its derivatives can be highly addictive, prompting increased pulse rate and blood pressure, insomnia and loss of appetite during use, followed by apathy, irritability, depression and disorientation during withdrawal. Heroin can cause respiratory depression and

nausea during use, followed by tremors, cramps, nausea, chills, sweating and panic during withdrawal. Overdoses of both drugs can result in convulsions and death. Any University student or employee desiring counseling, treatment or rehabilitation for drug, chemical inhalant and alcohol abuse may go to the Health Services Office for confidential referral to a community agency or treatment facility for assessment and treatment. Any student or employee found to be in violation of the University's policies pertaining to the unlawful possession, use or distribution of illegal drugs, chemical inhalants and alcohol will be subject to the disciplinary sanctions imposed by the University:

1. Students and employees may be required to complete an appropriate rehabilitation program.
2. Students and employees will face disciplinary sanctions, from warning up to and including expulsion or termination of employment, and referral for civil prosecution.

Statement on Compliance with the Family Educational Rights and Privacy Act of 1974 Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law (also known as the Buckley Amendment) which protects the privacy of a student's educational records. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA entitles students to withhold release of directory information. Directory information is defined as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (1988 Final Regulations). Our Lady of the Lake University public or directory information includes: student's full name, address (local, permanent, e-mail), telephone listings (local, permanent), email address, date and place of birth, major field of study, degrees and awards received, dates of attendance, most recent school attended, classification, photographs, weight and height of members of athletic teams and participation in officially recognized activities and sports.

A Parent's Guide to Student Information and Confidentiality

Any student may withhold the release of directory information via the methods listed below. The request must include the student's name, social security number, date of birth, OLLU ID number (if known). The restriction will remain in place until student authorizes removal.

E-mail: Registrar@lake.ollusa.edu
Writing To: Registrar's Office, 411 S. W. 24th Street,
San Antonio, Texas 78207-4689
Fax: (210) 436-2314

Statement on Political Speakers

Our Lady of the Lake University is a non-profit, tax-exempt educational institution. As such, it is legally prohibited from engaging in partisan or non-partisan political activities, lobbying or providing financial or other support to any political candidate or organization. The University shall not extend invitations to appear on campus to any individual engaged as a candidate in an active political campaign. However, a Recognized Student Organization may extend an invitation to office holders, candidates or representatives of candidates provided that all declared and eligible candidates for that particular office are invited. When candidates from independent organizations are running for specific offices, all office holders and candidates of other parties also must be invited. The prerogative to extend invitations for campus speaking engagements to individuals holding public office or to declared political candidates is ultimately retained by the

President and the Board of Trustees. This prerogative should be exercised consistent with the University's Bylaws and in a manner consistent with the University's mission and goals.

Statement on Racial Harassment

Definition of Racial Harassment

Racial harassment includes, but is not limited to, the following:

1. Ethnic slurs, racial epithets and display or circulation of written and/or electronic material degrading individuals due to racial or ethnic identity
2. Verbal and/or physical conduct intended to demean, intimidate or otherwise harm an individual due to racial or ethnic identity
3. Humiliation or causation of severe emotional distress due to racial or ethnic identity
4. Interference with an individual's academic or work performance due to such conduct
5. Creation of an intimidating or hostile learning or work environment due to such conduct.

Our Lady of the Lake University is committed to the individual rights and dignity of all members of its community of diverse students, faculty and staff members. As a community, we support the rights of all individuals to be free from intimidation, humiliation and harassment. The University finds intolerable any form of bigotry, threat, abuse or violence whether verbal or written, physical or psychological, explicit or implicit. Such behavior brings dishonor to the perpetrator, demoralizes the victim, and destroys the University's sense of Christian community. Through its various programs and services, the University seeks not to create an environment of mere tolerance, but one of mutual respect, hospitality and inclusion. It is the responsibility of all students, faculty and staff members to foster, nurture and protect such an environment. As actions to the contrary are inconsistent with the University's mission, goals and values, individuals and organizations who engage in such behavior have no place here.

Statement on Rights and Freedoms of Students

Officially adopted February 20, 1970

Our Lady of the Lake University exists for the purpose of promoting intellectual curiosity, educational and personal freedom, and moral involvement, both religious and humanistic in motivation. This community of students, administrators and faculty seeks collectively and experientially its own liberalization and self-realization in the quest for knowledge, both in curriculum and outside it, and in the performance of personal service to others. Freedom of inquiry, freedom of expression, freedom to teach and freedom to learn are prerequisites to the actualization of the mission. All members of the community of learners exercise their freedoms with responsibility in order to ensure the realization of its goals. The purpose of this statement is to identify the provisions essential to student freedom to learn as implemented by Our Lady of the Lake University.

1. Freedom of Access to Higher Education

Our Lady of the Lake University emphasizes the quality of intellectual curiosity over that of academic achievement as a criterion for admission. It believes that new knowledge comes only with the asking of new questions, and so it prizes among all members of its community--students, administrators and teachers--the open mind, the free spirit and the creative imagination above more ordinary marks of academic attainment. No qualifications in terms of religious persuasion are part of the admission policies. No student is barred from the University on the basis of race. The facilities and services of the University are open to all its enrolled students.

2. Freedoms in the Classroom

It is the belief of Our Lady of the Lake University that in order to accomplish its mission of promoting intellectual curiosity, educational creativity, personal freedom and moral involvement, the faculty in the community encourage free discussion, inquiry and expression. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

a. Protection of Freedom of Expression - Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

3. Student Participation in Institutional Governance

As members of the University community, students are free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formation and application of University policy affecting academic and student affairs. The roles and responsibilities of the Student Government Association are made explicit in the Association's Constitution and By-laws. In addition, students are participants on several University Councils and have representation on the Board of Trustees and its Student Life Council. The Board of Trustees and the Faculty Assembly will periodically review the appropriateness of student participation on other University boards, commissions, committees and bodies. The official by-laws of these bodies contain full details of student involvement.

4. Freedom of Access to Student Records

Student records are subject to the Family Educational Rights and Privacy Act of 1974, as amended. This Act provides for student access to official records directly related to them and for the opportunity to challenge such records if deemed inaccurate, misleading or otherwise inappropriate. A student's written consent must be obtained before the University can release personal, identifiable data from records other than those deemed as "directory information." Parents may access student records only with the student's written consent. Official permanent records maintained by the University are limited to those kept by the Registrar, the Student Business Office, and the Vice President for Student Life or designate. The records of other University officials are temporary, thus limited either to the time in which the student is connected with the University or to a time period required by law (e.g. student loan records required by federal regulation). Nonacademic disciplinary records are not part of the permanent academic

records and are destroyed when a student ceases enrollment at the University.

5. Student Life

a. Freedom of Association - Students bring to the University a variety of interests previously acquired and develop many new interests as members of the University community. They should be free to organize and join associations to promote their common interests according to the following guidelines:

1. The membership, policies and motions of a student organization will be determined by vote of only those persons who are both of the organization and enrolled students at the University.

2. Affiliation with an extramural organization does not of itself disqualify a student organization from University recognition.

3. Faculty or staff advisors are required for any student organization. Each organization will be free to choose its own advisor. University recognition will not be withdrawn solely due to a student organization's inability to secure an advisor. Advisors

may advise organizations in the exercise of responsibility, but do not have the authority to control the policies of such organizations.

4. Student organizations are required to submit a constitution stating the organization's purpose and organizational structure.

5. Student organizations, including those affiliated with extramural organizations, must be open to all students without respect to race, creed, physical ability, gender, sexual orientation, political affiliation or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

b. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and to discuss all questions of interest to them as well as to express opinions publicly and privately. They should be free to support causes by orderly means that do not disrupt the regular and essential operation of the University. At the same time, students and student organizations must be implicit and explicit that their public expressions or demonstrations represent personal views and do not necessarily reflect the views of the University.

2. Student organizations should be allowed to invite and to hear any person of their own choosing provided that regular operations, University property and personal safety are not endangered thereby. The institutional control of campus facilities should not be used as a device of censorship. Sponsoring organizations should make clear to the University community that sponsorship of guest speakers does not necessarily imply approval or endorsement of their views by either the sponsoring group or the University. Routine procedures for scheduling speakers are outlined in the "University Policy Manual." (Refer to the "Statement on Political Speakers" section for additional information.)

a. Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration. These publications are a means of bringing student concerns to the attention of the University's administration and of formulating student opinion on various campus and societal issues. Student publications are not independent corporations financially and legally separate from the University. Therefore, the University, as the publisher of student publications, may be required to bear the legal responsibility for the contents of these publications. In the delegation of editorial responsibility to students, the University does provide sufficient editorial freedom. However, such freedom entails corollary responsibilities governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and harassment. As safeguards for the editorial freedom of student publications, the following provisions apply:

1. Student publications are free from censorship and advance approval of copy. Their editors, managers, advisors and instructors are free to develop their own editorial policies and news coverage, providing such policies and coverage are not libelous, defamatory or obscene.

2. Editors, managers, advisors and instructors of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for libel, indecency, undocumented allegations, attacks on personal integrity and techniques of harassment and innuendo are editors, managers, advisors and instructors subject to removal and sanction. The office or department responsible for the appointment of editors, managers, advisors and instructors should be the office or department responsible for their removal.

3. All University student publications should explicitly state on their editorial pages that the opinions expressed therein are not necessarily those of the University or the student body.

6. Off-Campus Freedoms of Students

a. **Exercise of Rights of Citizenship** - Students are both citizens and members of the University community. As citizens, they should enjoy the same freedoms of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the University community, they are subject to the obligations that apply by virtue of this membership. University policies and procedures should not be employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

b. **Institutional Authority and Civil Penalties** - Activities of students may upon occasion result in violation of the law. In such cases, University officials should be prepared to advise students of sources of legal counsel. As students who violate the law may incur civil penalties, the University's authority should never be used merely to duplicate the function of general laws. Only where the University's interests as a community are distinct and clearly involved should the special authority of the University be asserted. Students who incidentally violate University regulations in the course of their off-campus activities should be subject to no greater penalty than would normally be imposed, independent of community pressure.

Statement on Rights of Sexual Assault Victims

The University strives to maintain an environment free from intimidation and one in which students may be educated to their fullest potentials. Therefore, the University will not tolerate physical abuse, threats of violence and physical assault or battery, including forms of sexual assault, such as acquaintance or date rape. A student who participates in or attempts to participate in a sexual offense shall be subject to disciplinary action by the University, notwithstanding any action that may or may not be taken by civil authorities. A sexual offense may include, but is not limited to, sexual assault or abuse, threats, or the unwanted touching of an intimate area of another person's body. Any student who is an alleged victim of any form of sexual assault should immediately call University Police or a University official. Reporting an assault does not require the victim to press charges or to take the case to criminal trial or to a University judicial hearing. The alleged victim has the right to be notified of counseling services, both on and off campus. The alleged victim also has the right to be represented by any person at a hearing that may result from an assault, and to be notified of the outcome of any such hearing. In the wake of an alleged assault, a student living on campus also has the right to a reasonable change in living quarters, should the student feel the relocation necessary.

Emergency Response Management Plan

Our Lady of the Lake University of San Antonio is an institution of higher learning that may be subject to minor or major disruptions due to occurrences beyond the control of the institution. The particular disruption or emergency will be responded to as the situation necessitates. The institution will provide service, as practical, during periods of emergencies and disruptions. The institution will communicate with the University community as listed in the procedures that address the specific emergency description. The President or designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or make the University available for community support.

Each department and office shall be responsible for the distribution of emergency information and the development of emergency procedure consistent with the responsibilities in its areas.

Authority

1. Authority to completely close the University rests with the President or designee. In the absence of the President and the Vice President for Academic Affairs in conjunction with the Vice President for Finance and Facilities and the Vice President for Student Life will make that decision
2. In those cases where an emergency may be of such magnitude that it requires a timely decision and the President, and Vice Presidents are not available, those administrators or staff immediately faced with the problem should take the action necessary to preserve life and property in conjunction with Campus Police until such time as an officer of the University can be contacted.

STUDENT CODE OF CONDUCT

Definitions

1. The term “University” means Our Lady of the Lake University.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate or professional studies, and those who attend post-secondary educational institutions other than Our Lady of the Lake University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Residence Life/Student Judicial Affairs.
6. The term “University premises” includes all land, buildings, facilities and other property in the possession of, or owned, used or controlled by the University, including adjacent streets and sidewalks.
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The Director of Residence Life/Student Judicial Affairs is the person designated by the University President, and The Vice President for Student Life to be responsible for the administration of the non-academic components of the Student Code of Conduct.
9. The Vice President of Academic Affairs and Dean of the appropriate school is the person designated by the University President to be responsible for the administration of the academic components of the Student Code of Conduct.
10. The term “hearing officer” means a University official authorized on a case-by-case basis by the Director of Residence Life/Student Judicial Affairs to impose sanctions upon students found to have violated the Student Code of Conduct. Nothing shall prevent the same hearing officer from imposing sanctions in all cases.
11. The term “shall” is used in the mandatory sense.
12. The term “may” is used in the permissive sense.

13. The term “regulation” is defined as the rules concerning student conduct including, but not limited to, the following publications of the University: the Student Code of Conduct, the Student Handbook, the Faculty Handbook, the Undergraduate and Graduate Bulletins, the Residence Life Handbook and the Worden School of Social Service Code of Ethics.
14. The term “cheating” means an act or attempted act of deception by which a student seeks to misrepresent information. Please refer to Article II, Academic Integrity Policy for detailed information.
15. The term “plagiarism” means the inclusion of someone else’s words, ideas or data as one’s own work. Please refer to Article II, Academic Integrity Policy for more detail.
16. The term “academic misconduct” means the intentional violation of University policies, tampering with grades, or taking part in obtaining and/or distributing any part of an unadministered test. Some examples of academic misconduct include, but are not limited to, the following:
 - a. Stealing, buying or obtaining all or part of an un-administered test, including answers.
 - b. Selling or giving away all or part of an un-administered test, including answers.
 - c. Bribing another person to obtain an un-administered test, including answers.
 - d. Entering a building or office for the purpose of changing a grade.
 - e. Changing, altering or supporting another student in the changing or altering of grades or other academic records.
 - f. Forging signatures or changing information on class authorization forms.
 - g. Continuing to work on a test or project after the time allowed has elapsed.

Explanation of Judicial Authority

The authority to enact and enforce regulations of the University is vested in the University’s President by the Board of Trustees. The responsibility for enforcing those policies may be delegated to any University official the President designates.

- The Vice President for Academic Affairs is the principal officer designated for the administration of academic discipline and the Vice President for Student Life is the principal officer designated for the administration of non-academic discipline.

Persons may be designated by these individuals to implement disciplinary policies. Generally, discipline is utilized as a means of regulating conduct that occurs on University premises or any action or behavior that brings serious disrepute to the University, its community, and/or the pursuit of its objectives.

The Director of Residence Life/Student Judicial Affairs shall act as the primary judicial hearing officer for non-academic violations and shall develop policies for the administration of the judicial program and procedures for the conduct of meetings that are consistent with the provisions of the Student Code of Conduct. Decisions made by the Director of Residence Life/Student Judicial Affairs shall be final unless a timely request for review is filed in accordance with Student Code of Conduct. The University reserves the right to notify parents of dependent students regarding conduct situations as necessary.

Violation of Law and University Discipline

1. The University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct, depending on the situation, without regard to the tendency of civil litigation or criminal investigation and prosecution. Proceedings under this Student Code of

- Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
2. If a student is charged with an off-campus violation of federal, state or local laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct demonstrating flagrant disregard for the University community.
 3. When a student is charged with a violation of the law by federal, state, or local authorities, the University shall not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters shall be handled internally within the University community. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and the conditions imposed by criminal courts for the rehabilitation of student violators. Students, faculty members and staff members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article I: Disciplinary Conduct

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

- A. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including public-service functions on or off campus, or other authorized non-University activities, when the activities occur on University premises.
- B. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault (including sexual), stalking, hate speech and/or any other conduct that threatens or endangers the health or safety of any person or if based on race, creed, color, gender, national origin, religion, physical ability, sexual orientation or illness.
- C. Attempted or actual theft of and/or damage to University property or property of a member of the University community.
- D. Forgery of signatures or information or fabrication of University-related documents
- E. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; any act that is in conflict with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157).
- F. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties; failure to properly identify oneself to these persons when requested to do so; furnishing false information.
- G. Unauthorized possession, duplication or use of keys or access cards to any University premises; unauthorized entry to or use of University premises.
- H. Unauthorized possession, duplication or use of University ID cards or failure to present ID cards when requested by University officials acting in performance of their duties; possession of an altered or “fake” ID card on University premises.
- I. Violation of published or posted University policies, rules or regulations.
- J. Violation of federal, state or local laws on University premises or at University-sponsored or supervised activities.

- K. Use, possession or distribution of narcotic and/or other controlled substances or paraphernalia, except as permitted by law.
- L. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulations, including public intoxication and driving while intoxicated. The University alcohol policy is as follows: The University does not permit the sale, purchase, possession or consumption of alcohol to or by persons less than 21 years of age. The use of alcohol in Providence Hall and/or designated areas is permitted when done in a responsible, moderate and legal manner. Kegs, party balls and wine boxes are prohibited in all of the residence halls.
- M. Possession of firearms, including handguns and concealed weapons allowed by permit, explosives, fireworks, other weapons and/or dangerous chemicals or substances as determined by a University official on the University premises.
- N. Participation in a campus demonstration that disrupts the normal University operations and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities on University premises;
- O. Intentional obstruction that interferes with freedom of movement, whether pedestrian or vehicular at supervised University sponsored functions.
- P. Conduct that is disorderly, lewd or indecent, or is in any way inconsistent with the Christian goals and values that are an integral part of the University community.
- Q. Breach of peace and/or aiding, abetting or procuring another person to breach the peace on University premises or at any function sponsored by or participated in by the University.
- R. Theft or other abuse of computer time, including, but not limited to, the following:
 - 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 - 2. Unauthorized transfer of a file.
 - 3. Unauthorized use of another individual's identification password.
 - 4. Use of computing facilities to interfere with the work of another student or University official.
 - 5. Violation of software copyright laws.
 - 6. Use of computing facilities to interfere with normal University operations.
 - 7. Use of computer facilities to harass, coerce, or in any way intimidate persons.
 - 8. Acceptance or distribution of pornographic material via University computer lines.
- S. Abuse of the University's judicial process, including, but not limited to, the following:
 - 1. Failure to obey the summons of a judicial body or University official.
 - 2. Falsification of information.
 - 3. Disruption or interference of the orderly conduct of a judicial proceeding.
 - 4. Initiation of a judicial proceeding knowingly without cause.
 - 5. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - 6. Attempting to influence the impartiality of a member of a judicial body or a witness prior to and/or during the course of the judicial proceeding.
 - 7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body or a witness prior to, during and/or after a judicial proceeding.
 - 8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - 9. Influencing or attempting to influence another person to commit an abuse of the judicial process.

10. Discussing a judicial proceeding following the proceeding without the expressed written consent of the accused, the accuser and the hearing officer.
- T. Awareness of and/or providing assistance to another individual to violate University policy.
- U. Possession of animals, with the exception of animals that provide ADA assistance (e.g. seeing-eye dogs) and authorized pets, in the residence halls.
- V. Unauthorized presence in and/or use of any University building or designated area which is officially closed according to hours posted or which is restricted for designated purposes or to designated individuals.
- W. Acting as an agent of the University unless authorized to do so.
- X. Use of skateboards, in-line skates, roller skates, bicycles, scooters and motorized vehicles inside University buildings including residence halls.

Article II: Academic Integrity Policy

Academic Dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between *Academic Dishonesty*, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Life. Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or lesser penalty as appropriate.

Academic cheating means an act or attempted act of deception by which a student seeks to misrepresent information. Examples include, but are not limited, to the following:

- copying from another student's test paper;
- allowing another student to copy from one's test paper;
- using textbooks, notes, and other unauthorized materials during a test;
- collaborating with others during a test or on a project where collaboration is not permitted;
- theft, purchase, or other acquisition of all or part of an unadministered test;
- soliciting or giving away all or part of an unadministered test;
- bribing another person to obtain all or part of an unadministered test;
- substituting for another student or permitting any other person to substitute for oneself to take
- a test;
- submitting as one's own, in fulfillment of academic requirements, a theme, report, term paper,
- essay, other written work, painting, drawing, sculpture, other art work, computer program, media production, or other academic assignment prepared totally or in part by another;
- selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, other written work, art work, computer program, media production, or other academic assignment.

Plagiarism means the inclusion of someone else's words, ideas, or data as one's own work. Examples of plagiarism include, but are not limited to, the following:

- quoting another person's work, complete sentences or paragraphs, or whole works without acknowledgement of the source;
- using another person's ideas, opinions or theories without acknowledgement of the source;
- borrowing facts, statistics or other illustrating material without acknowledgement of the source;
- copying another person's essay test answer;
- copying or allowing another person to copy computer files that contain another student's assignments and submitting them either in part or in full as one's own work;
- working together on an assignment or sharing computer files and submitting that assignment as one's individual work.

If a student is accused of violating the OLLU Academic Integrity policy, the following steps shall be followed:

1. The instructor must communicate directly with the student (in person, by telephone, by OLLU e-mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.
2. This direct communication of allegations must occur within 10 working days of the alleged infraction and before the instructor may impose any irreversible consequences.
3. Prior to determining sanctions to be imposed, the instructor should contact the Office of Academic Affairs to obtain the student's record of past academic integrity violations (if any exist) as part of the information used to make a decision about consequences for the current violation. The instructor may apply consequences consistent with OLLU, academic unit, and course-specific academic integrity policies stated in the course syllabus. The instructor will submit an Academic Integrity Violation Report to the Vice President of Academic Affairs (VPAA) within 10 working days. The Academic Integrity Violation report form may be obtained on the OLLU Portal (see Academic Affairs, Forms).

If the student denies responsibility for the violation, or objects to the intended consequences, the student may pursue an appeal to the sanctions determined by the professor. Within five working days, the student will request that the dean of the college or school under whose jurisdiction the course or assignment in question lies become involved. The dean will interview the instructor and the student, and will attempt to work out a satisfactory resolution. If that resolution is made, the dean will send the record of the charge and disposition to the Office of Academic Affairs.

If the dean cannot resolve the case in a way acceptable to both instructor and student, the student may request a formal hearing on the charges. The request, in writing, must be made to the Vice President for Academic Affairs Office within three days of the college/school dean's conclusion that no mutually satisfactory resolution is possible, and so informing the student thereof. The Vice President for Academic Affairs (VPAA), after ascertaining that good faith

efforts have been made to resolve the disagreement, will name a hearing panel within three days of receiving the student's written request. The panel will consist of three members of the Academic Affairs and/or Student Life Committees of the Faculty Assembly. Two members of the panel will be faculty members, and one member a student. The VPAA will appoint one member of the hearing panel to chair the panel. The chair of the panel will set a hearing date and convene the panel within ten working days of the panel's constitution.

At the hearing, both the student and the instructor or academic officer bringing the charges will appear. The student may bring an advocate of his or her choice from the OLLU community to the hearing. The instructor or academic officer will state the case for academic dishonesty having occurred and present any relevant evidence or testimony. The faculty member will also define the penalty he or she considers appropriate for the dishonesty. The student may respond to the charge and offer evidence, extenuating circumstances, or rebuttal. The panel members may informally question either or both parties for the purpose of clarification. At the conclusion of the presentations and questions, the panel will meet in closed session to assess the evidence and determine the appropriate penalty (if any). The action of the panel will be reported in writing by the chairperson to the student, the faculty member, and the VPAA within three days after the hearing. The decision of the panel is final; no further appeal is possible.

The record of the hearing and the report and recommendation of the hearing panel will be maintained in the Office of Academic Affairs. If the recommendation is for failure in a course that may make the student liable for probation or enforced scholastic withdrawal, or for suspension or dismissal, a record of the penalty will be forwarded to the Registrar's Office for inclusion in the student's academic file.

The student may not withdraw from the course in which the alleged violation has occurred following the instructor's communication of the allegation unless that allegation is withdrawn by the instructor or the student's appeal of the allegation is successful. The following sanctions may be applied to violations of academic integrity by a student:

- a. The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.
- b. A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.

Article III: Student Organization Conduct

Whether on or off campus, RSO and CSO members are representatives of the University and are expected to act in a mature and responsible manner. As such, individual members, advisors, or organizations as a whole may be subject to sanction by the Student Leadership and Development Office for inappropriate behavior. Additionally, any damages caused by an organization or its members will be charged to the organization and the members' own pockets, as applicable. The sanctions available to the Student Leadership and Development Office are indicated in the most recent edition of the University's "Student Handbook." Copies are available by contacting the Student Leadership and Development Office or on the University webpage. Judicial Authority for Student Organizations shall rest with the Director of Student Leadership and Development Office.

While it is not possible to list all behavior inconsistent with membership in a scholarly community, judicial procedures may be implemented when violations, including, but not limited to, the following occur.

1. Normal University Operations: Disruption of normal University operations (e.g. classes, movement of traffic, special events).
2. Rights of Organization Members: Actions that interfere with the rights of organization members in their academic pursuits or within the organization itself without due process.
3. Representation of Organization
 - a. Misrepresentation of the purpose and intent of the organization.
 - b. Unethical representation of the purpose and intent of the organization.
 - c. Failure to act within recognized norms or within the context of the constitution and bylaws or mission statement of the organization.
 - d. Interference with proper representation within any organization recognized by the University.
4. University Policies and Regulations: Noncompliance with applicable University policies and regulations.
5. Civil Laws: Noncompliance with applicable civil laws.
6. Rights of Members or Others
 - a. Denial and interference with the rights of members or others.
 - b. Failure to respect the dignity of the human person.
7. Responsible and Ethical Actions:
 - a. Failure to display responsible and ethical actions on and off campus as members and representatives of the University community.
 - b. Failure to conduct personal or organization business in a responsible manner.
8. Discrimination
 - a. Actions that result in discrimination in membership on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.
 - b. Actions that result in discrimination toward nonmembers on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.
9. Authorized and Consistent Functions: Actions that sponsor, advertise, implement, or otherwise endorse functions that are unauthorized and inconsistent with the University's mission, goals, values, and policies.
10. Advisor: Failure to have an advisor who is a faculty or staff member employed by the University on a full or three quarter time basis and approved by the Director of Student Leadership and Development Office and, in cases of academic groups, the appropriate academic dean.
11. Current and Approved Constitution:
 - a. Failure to maintain a current, approved constitution and bylaws (and local, state, national, or international constitution and bylaws, if applicable) on file in the Campus Activities Office.
 - b. Failure to comply with, uphold, or enforce applicable rules, regulations, policies, and procedures of an organization's approved constitution and bylaws or other legislative actions.
12. Respond Promptly and Ethically: Failure to respond promptly and ethically to all inquiries and policies outlined by the University and local, state, national, or international affiliates, if applicable.

13. Mailing Address, Phone System, Email System, Website, Seal, Logo, and Name: Inappropriate or unauthorized use of the University's mailing address, phone system, email system, website, seal, logo, and name.
14. Use of Facilities:
 - a. Unauthorized use of University facilities and equipment.
 - b. Use of University facilities and equipment that is not related to the goals of the organization and University.
 - c. Failure to assume responsibility for setup, cleanup, and monitoring of facilities, as appropriate.
 - d. Misappropriation of University facilities.
15. Fundraising:
 - a. Fundraising activities for purposes not directly related to the organization.
 - b. Fundraising activities that are not approved by the University through the Student Leadership and Development Office.
16. Guest Speakers:
 - a. Extending invitations to speakers and other guests who are inconsistent with the University's mission, goals, values, and policies.
 - b. Extending invitations to speakers or other guests without authorization from the Director of Student Leadership and Development Office or relevant University official.
17. Advertising and Publicity:
 - a. The use of obscenity, profanity, vulgarity, racially or culturally insensitive, or otherwise inappropriate language and drawings in any printed, electronic, or verbal publicity or other forms of advertising or marketing (e.g. t-shirts, stickers, other objects that form a public display).
 - b. Advertising or actions those are inconsistent with the University's mission, goals, values, and policies.
18. Membership Recruitment: Actions that are in violation of the University's membership recruitment policies, procedures, and guidelines.
19. Requirements for Student Organizations: Failure to fulfill all requirements applicable to Student Organizations.
20. Real Estate: Ownership, leasing, or rental of real estate.
21. Financial: Utilizing a finance system off campus under an organization title or personal name of a current officer, member, or advisor.

Temporary Suspension of Recognition:

The Vice President of Student Life may temporarily suspend recognition of a student organization pending formal disciplinary procedures. Such action may occur when the continued presence of the organization on campus poses a threat to the physical or emotional wellbeing of an individual student, a group of students, or members of the faculty and staff, or when the presence of the organization would seriously disrupt the University's normal operations.

Article IV:

Sanctions for Student Organizations

Student Organizations must comply with all local, state, and federal laws, as well as all University policies and procedures. Officers and advisors of student organizations are held responsible for the RSOs and CSOs activities in the event that the organization violates University policies and civil laws. Any student, faculty or staff member, or other student organization may file charges against an RSO or CSO. The following sanctions

may be imposed upon RSOs and CSOs by the Director of Student Leadership & Development, or a designate, for failure to comply with applicable policies, procedures, and guidelines. These sanctions apply to administrative policies only. For discipline violations, similar sanctions may be imposed through the “Student Code of Conduct.”

1. Warning: Written notice for a specified length of time, usually no less than the remainder of the semester, which additional incidents may result in more severe sanction.
2. Probation: Restrictions of specified privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the probation period is lifted at the discretion of the Director of Student Leadership & Development, or a designate.
3. Numbers Probation: Restrictions of specified privileges for a specified length of time, usually no less than one academic year, imposed when membership numbers are below the minimum of 10 members for RSOs. If membership does not reach a minimum of 10 after the probation period, the RSO will lose its official recognition. CSOs do not have a specific numbers requirement.
4. Withdrawal of Privileges: Privileges that may be withdrawn include facility usage, advertising and posting, financial transactions, fundraising, participation in University events, usage of the University’s phone and email systems, and usage of other support services.
5. Mandated Counseling: Probation status of a member by the advisor for a specified length of time, usually no less than one semester. Recommended counseling services may be the following: Career Services, Counseling Services, Tutoring Center, CSLV, University Ministry, Academic Advisement, or other specified meetings.
6. Suspension: Suspension of all privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the suspension is lifted at the discretion of the Director of Student Leadership & Development, or a designate.
7. Withdrawal of Recognition: Complete revocation of recognition and all privileges thereof. The Director of Student Leadership & Development Office will secure the approval of the Vice President of Student Life when imposing this sanction.

Article V: Judicial Procedures

- A. Any member of the University community may file charges against any student or student organization for misconduct. Charges shall be presented in writing and directed to the Director of Residence Life/Student Judicial Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably within the same semester. Judicial Authority for Student Organizations shall rest with the Director of Student Leadership & Development. However, there is no limitation on the time that charges can be brought.
- B. The Director of Residence Life/Student Judicial Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the hearing officer. Such disposition shall be final. There shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the hearing officer may later serve in the same matter as the judicial body or a member thereof.
- C. All charges shall be presented to the accused student or student organization in written form. A time shall be set for a hearing, not less than five nor more than 15 calendar days

after the student or student organization has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the hearing officer during examination periods, holidays and student breaks.

Article VI: Behavior Consultation Team

The University Behavior Consultation Team shall be composed of the Vice President of Student Life, who serves as chairperson, the Director of Counseling Services, the Director of Health Services, the Director of University Ministry and the Director of Residence Life/Student Judicial Affairs. In the absence of the Vice President of Student Life, the Assistant Vice President for Student Life shall serve as acting chairperson. The team's responsibility shall be to receive and review information related to students who are experiencing significant physical or psychological crisis and to give advice regarding appropriate courses of action. Other University officials who are involved in any given case may be invited to attend meetings by any member of the team with approval of the Vice President for Student Life or acting chairperson. Any member of the University community may request a team meeting for the purpose of evaluating a student's situation.

Article VII: Sanctions

A. Personal and General Conduct Sanctions

The following non-academic sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning - A written notice to the student that the student is violating or has violated the Student Code of Conduct. The notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the written notice period.
2. Probation - A written notice to the student that the student is violating or has violated the Student Code of Conduct and is placed on probation for a designated period of time. This notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the period of the probation.
3. Loss of Privileges - Denial of specified privileges for a designated period of time.
4. Fines
 - a. alcohol-related activity: increments of \$50, up to \$300;
 - b. damages to University property and equipment: actual cost of repair, including labor and materials;
 - c. failure to return reserved space to proper condition: labor costs and other expenses;
 - d. false alarms: \$200;
 - e. non-compliance with community retribution or other discretionary sanctions: \$5 per hour of unperformed service;
 - f. possession or use of narcotics or controlled substances: \$50;
 - g. unauthorized residence hall room change: \$35;
 - h. pets in residence hall: \$50 plus any related charges/deodorizing treatment, as determined by the Director of Residence Life.
5. Restitution - Compensation for loss, damage or injury. This sanction may take the form of appropriate service and/or monetary or material replacement.
6. Behavioral Requirement - Participation in required activities such as academic and/or personal counseling, conducting specific projects with administrative offices, and writing letters of apology, among others.
7. Discretionary Sanctions - Work assignments, community retribution and university service, among others.

8. Residence Hall Probation - Placement on official notice that if further violations of the Student Code of Conduct occur during the probationary period, the student may immediately be removed from the residence hall.
9. Residence Hall Reassignment - Relocation to another residence hall if, in the opinion of the or Director of Residence Life/Student Judicial Affairs, other resident students and/or the University community would benefit from such a move.
10. Residence Hall Suspension - Separation from the residence halls for a designated period of time, after which the student shall be eligible to return; conditions for readmission may be specified.
11. Residence Hall Expulsion - Permanent separation from the residence halls.
12. Administrative Suspension - Restriction of the student's right to conduct official business with the University because of the student's outstanding obligations. This suspension shall be lifted when obligations are met.
13. Co-curricular Suspension - Exclusion from all University facilities, services and functions, except the attendance of classes. Use of any other facilities, including residence halls, must be approved by the Director of Residence Life/Student Judicial Affairs.
14. Suspension - Separation from the University for a designated period of time, after which the student is eligible to petition for return. During the period of suspension, the student shall be banned from the University's premises.
15. Dismissal - Removal from the University. The student is ineligible to enroll in classes for a minimum of one year, but may petition for reconsideration or readmission at the conclusion of the dismissal period. During the period of dismissal, the student shall be banned from the University's premises.
17. Expulsion - Permanent separation from all University facilities, services and functions.
The student shall be permanently banned from the University's premises.

B. Minimal Sanctions for Offenses

The following are the minimal sanctions for violations of the Student Code of Conduct. These sanctions apply only to first time offenses. Repeat offenders may receive more serious sanctions, up to and including any combination of the aforementioned sanctions:

1. Alcohol-related activity: Probation, Fine (\$50 minimum), Evaluation and/or Personal Counseling and/or referral, Community Retribution (25 hours minimum);
2. Damage to University property or equipment: Probation, Restitution, Community Retribution (20 hours minimum);
3. Failure to comply with directions: Probation;
4. Failure to return reserved space to proper condition: Probation, Loss of Privilege(s), Restitution;
5. False Alarms: Fine (\$200 minimum), Suspension, Dismissal, Expulsion;
6. False testimony: Suspension;
7. Forgery of signatures or fabrication of documents: Suspension;
8. Hazing: Probation, Community Retribution (15 hours minimum);
9. Lewd conduct: Probation, Behavioral Requirement, Evaluation and/or Personal Counseling and/or referral, Community;
10. Misuse of computer resources and/or e-mail accounts: Probation, Loss of Privilege(s), Restitution, Suspension;
11. Misuse of ID card: Warning;
12. Misuse of telephone or long distance service: Probation, Restitution;
13. Non-compliance with community retribution or other discretionary sanctions:
Fine (\$5 minimum per hour of unperformed service);

14. Physical abuse, verbal abuse, harassment or sexual assault: Suspension
15. Possession or use of firearms or other weapons: Probation, Confiscation of Weapon(s), Community Retribution (15 hours minimum);
16. Possession or use of incense, fireworks, candles or other open flamed devices in residence halls: Confiscation and Disposal of Items, Community Retribution (10 hours minimum);
17. Possession or use of narcotics or controlled substances: Probation, Fine (\$50 minimum), Drug Assessment, Evaluation and/or Personal Counseling and/or referral, Community Service, hours will be determined;
18. Smoking indoors and in designated smoke-free areas: Probation, Community Retribution (10 hours);
19. Theft of property: Restitution, Suspension;
20. Unauthorized residence hall room change: Fine (\$35 minimum);
21. Violation of overnight guest policy in residence halls: Probation, Loss of Privilege(s);
22. Violation of quiet hours in residence halls: Warning, Probation;
23. Violation of visitation policy in residence halls: Warning, Loss of Privilege(s).

Article VIII: Sanctioning Procedures

- A. Determining and Imposing Sanctions
 1. Any combination of the aforementioned sanctions may be imposed for any single violation.
 2. Other than expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, suspension or expulsion, upon application to the Director of Residence Life/Student Judicial Affairs. The Director of Residence Life/Student Judicial Affairs may consider whether the student has complied with the sanctions imposed by the hearing officer in making this determination.
 3. In each case in which it is determined that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed by the hearing officer. Following the hearing, the hearing officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any. At the discretion of the hearing officer, the accuser may be notified of the determination.
- B. Involuntary Administrative Withdrawal
 1. The criteria for Involuntary Administrative Withdrawal from the University and/or University residence halls includes, but is not limited to, one or more of the following:
 - a. The student engages in or threatens to engage in behavior which poses a danger or causes physical harm to self or others.
 - b. The student engages in or threatens to engage in behavior which would cause significant property damage and/or directly and substantially impede normal University operations.
 - c. The student does not respond to pending disciplinary charges resulting from such behavior.
 - d. The student did not comprehend the nature or wrongfulness of such behavior at the time of the offense.
 2. The Vice President for Student Life may refer a student for evaluation by independent licensed psychiatrists or psychologists chosen by the University if the

- Vice President reasonably believes that the student may meet the aforementioned criteria or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.
- a. The student referred for evaluation shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of this policy. The evaluation must be completed within a reasonable time frame as indicated in writing by the Vice President for Student Life. The student shall sign a release permitting the evaluating psychologists or psychiatrists to submit a report of the findings to the Vice President for Student Life.
 - b. At the discretion of the Vice President for Student Life any pending disciplinary action may be withheld until the evaluation is completed.
 - c. A student who fails to complete the evaluation may be administratively withdrawn on an interim basis, referred for disciplinary action or both.
3. A student subject to interim administrative withdrawal shall be notified, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall be given an opportunity to appear before the Vice President for Student Life, or a designate, within two business days from the effective date of the interim administrative withdrawal, in order to review the following issues only:
- a. The reliability of the information concerning the student's behavior;
 - b. Whether the student suffers from a mental disorder;
 - c. Whether the student has completed an evaluation, in accordance with these standards and procedures.
4. A student subject to interim administrative withdrawal may be assisted in the proceeding by an advocate (family members and licensed psychologists or psychiatrists). Furthermore, the student may be accompanied by legal counsel, although the role of counsel shall be limited to providing legal advice to the student. Students shall be expected to speak for themselves whenever possible.
5. An informal hearing shall be held within a reasonable time frame after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within a reasonable time frame after the student submits proper requests for an appointment. The student shall remain withdrawn on an interim basis pending completion of the informal hearing, but shall be allowed to enter upon University premises to attend the hearing, or for other necessary purposes, as authorized in writing by the Vice President for Student Life.
6. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Vice President for Student Life or a designee. The following guidelines apply:
- a. The student shall be informed of the time, date and location of the informal hearing, in writing, by personal delivery, email or certified mail, within a reasonable time frame.
 - b. The entire case file, including an evaluation and the names of prospective witnesses, shall be available for inspection by the student in the Student Life Office during normal business hours. The file, which shall be available a minimum of two business days before the informal hearing, need not include the personal and confidential notes of any University official or participant in the evaluation process.
 - c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence shall not apply. The Vice President for Student Life, or a designee, shall direct the proceedings. Any individual who disrupts the hearing may be required to leave the hearing.

- d. The student may choose to be assisted by an advocate.
 - e. Those assisting the student, except for legal counsel, shall be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
 - f. Whenever possible, the student shall be expected to respond to questions asked by the Vice President for Student Life, or a designee.
 - g. The informal hearing may be conducted if a student fails to appear after proper notice.
 - h. The mental health professional who prepared the evaluation may be expected to appear at the informal hearing and to respond to relevant questions, upon request of any party, if the Vice President for Student Life, or a designee, determines that such participation is essential to the resolution of a dispositive issue in the case.
 - i. The Vice President for Student Life, or a designee, may permit a University official and the mental health professional who prepared the evaluation to appear at the informal hearing and to present evidence in support of any withdrawal recommendations. Such evidence shall not be presented by legal counsel for the University.
 - j. The informal hearing may be tape recorded. The tape(s) shall be kept with the pertinent case file for as long as the case file shall be maintained by the University.
 - k. A written decision shall be rendered by the Vice President for Student Life, or a designee, within a reasonable time after the completion of the informal hearing. The written decision, which shall be mailed or personally delivered to the student, shall contain a statement of reasons for any determination leading to involuntary withdrawal. The student shall also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.
 - l. The decision of the Vice President for Student Life, or a designee, shall be final and conclusive and not subject to appeal.
- 7. Reasonable deviations from these procedures shall not alter or invalidate a proceeding.
 - 8. All parties involved shall be informed of the student's right to confidentiality and their obligation to comply.
 - 9. These standards do not preclude removal from the University nor do they provide exemptions to the University Residence Hall Agreement or other University regulations.

C. Interim Suspension

In certain circumstances, the Vice President for Student Life and/or the Director of Residence Life/ Student Judicial Affairs, in consultation with appropriate University officials, may impose University or residence hall suspension prior to the judicial hearing.

- 1. Interim suspension may be imposed only to accomplish the following:
 - a. To ensure the safety and well-being of members of the University community and preservation of the University facilities;
 - b. To ensure the student's own physical or emotional safety and well-being;
 - c. To prohibit the student from posing a definite threat of disruption or interference with normal University operations.

2. During the period of interim suspension, students shall be denied access to University premises, including attending classes and/or the residence halls.

D. No-Contact Agreements

Upon request of a student and after investigation by the Director of Residence Life/Student Judicial Affairs/Vice President for Student Life, or a designee, a No-Contact Agreement may be enforced between two or more students. These agreements shall be for a minimum of six weeks and may be reviewed at the end of the period for extension.

Article IX: Appeals Procedures (non-academic)

- A. The accused student may request a review of the decision(s) reached by the hearing officer within five business days of the receipt of the decision. Such requests for review shall be in writing and shall be delivered to the Vice President for Student Life or a designee.
- B. Except as required to explain the basis of new evidence, a request for review shall be limited to those matters raised in writing and shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 1. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures giving both the complainant a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accuser a reasonable opportunity to prepare and present a rebuttal of those allegations.
 2. To determine whether the verdict was based on substantial evidence (i.e. whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred).
 3. To determine whether sanction(s) imposed were appropriate for the violation of the Student Code of Conduct.
 4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the persons requesting a review at the time of the hearing.
- D. The decision of the Vice President for Student Life is final.

Article X: Interpretation and Revision

- A. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Director of Residence Life/Student Judicial Affairs and the Vice President for Student Life for final determination. The Student Code of Conduct shall be reviewed every year under the direction of the Vice President for Student Life.
- B. Director of Residence Life/Student Judicial Affairs. The Student Code of Conduct may be modified by the Director of Residence Life/Student Judicial Affairs or the Vice President for Student Life. Any modification of the Student Code of Conduct shall be made in writing, shall be available in the Student Life Office, and shall become effective upon publication.

RESIDENT STUDENT POLICIES AND PROCEDURES

Introduction

Standards of Community Living

Our Lady of the Lake University is a community of persons from diverse cultural, racial, and ethnic backgrounds. Each person is a unique individual, drawn from the

broad spectrum of society. We must each strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. As we engage in our daily activities and interactions, we must possess a genuine desire to learn from others. In addition, we must give others the respect and tolerance which we, ourselves, desire.

The principle of free exchange and inquiry is fundamental to the educational process. The Office of Residence Life is committed to the principles of free expression. We believe individuals have the right to hold, defend, and express their ideas and opinions. In order to sustain these principles we must at times tolerate the expressions of views that we may find offensive. However, while each of us has the right to our personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of his or her age, physical abilities, national origin, sexual orientation, race, gender, or religious affiliation.

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation, and humiliation of our residents and staff. It is our belief that one's actions demonstrate one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry and hate will be given no home within our University housing community. Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against our members. Thus, we cannot accept ignorance, false humor, anger, alcohol abuse, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment free from all expressions of bigotry so each of us can genuinely enjoy opportunities to live, work, and learn.

All of us who work and live in the University housing community have chosen to be here. Thus, we must commit ourselves to these principles which are the basis for our purpose, value, and worth.

Statement of Mission

The mission of University housing is to provide affordable housing for students in a responsible environment that promotes personal growth, academic achievement, community responsibility, and respect for individual differences. As a part of the University community, housing support is available for a number of University activities and programs, including University-sponsored conferences, short courses, and extension programs.

Statement of Purpose

The purpose for having single-, double-, and triple-occupancy residence halls, in addition to providing places to sleep, study, and eat, is to provide educational support services to the University by creating and maintaining a learning environment and to

provide an opportunity, through guided group living, for the educational, cultural, recreational, and social improvement of the individual resident. The purpose for offering residence hall meal plans is to offer a food service program with variety and quality and to promote efficiency and economy consistent with the appropriate quality of product and service.

Residence Life Staff

The Residence Life Office provides opportunities for student development through peer groups, living units, experiences with professional and paraprofessional staff, and opportunities for interaction between students and environmental characteristics. In addition to other residents, individuals providing assistance in the halls are the following:

Director of Residence Life

Responsible for the complete operation of the residence hall system. Supervises professional and paraprofessional staff, monitors the Residence Life Office budget, and supervises the maintenance of the residence halls. Responsible for the general welfare of all resident students.

Assistant Director of Residence Life

Assist the Director of Residence Life in developing and maintaining an on-campus living environment in which the maximum educational, social, and cultural opportunities may be realized. Responsible for developing opportunities for students to become involved in residence hall programming and leadership development programs. Responsible for coordinating all maintenance needs in the residence halls.

Residence Life Coordinators

Assist the Assistant Director of Residence Life in facilitating student and student staff members in their total development. Responsible for assisting in supervision of the Resident Assistant staff, assisting in the development and implementation of student development programming, providing administrative support for residence hall operations, and assuming primary responsibility for a complex-wide assignment.

Resident Assistants (RA's)

Assigned to floors in each hall in order to assist residents. Selected on the basis of leadership experience, the ability to successfully interact with people, and the desire to help students. Act as liaisons between residents and the University for the mutual benefit of each. Receive training in administrative duties, programming, and peer counseling. Direct students through the proper channels to address their questions, requests, and concerns. Assist the Residence Life Coordinators and the Office of Residence Life in developing an effective method of enforcement of residence hall and University regulations.

Residence Halls

Ayres Hall

This all-female, predominantly freshman, residence hall accommodates seventy-four (74) residents in double-occupancy rooms with connecting baths. This hall has

central air conditioning and heat. A connecting hallway leads to the companion residence facility, Pacelli Hall. Facilities shared by both halls include a television lounge, an outdoor patio, and an outdoor swimming pool. Ayres Hall is named in honor of Mother Angelique Ayres, C.D.P., co-founder of Our Lady of the Lake College and Superior General of the Congregation of Divine Providence from 1943 to 1955.

Centennial Hall

This co-ed residence hall accommodates eighty-nine (89) residents in single- and triple-occupancy rooms, all with private baths. This hall has central air conditioning and heat. Facilities include a study lounge, a television lounge, a small fitness center, and an outdoor patio. Centennial Hall is named in honor of the centennial of the University's founding in 1895.

Flores Hall

This co-ed residence hall accommodates one hundred ninety-four (194) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. Facilities include lounge areas, laundry rooms, and an outdoor patio. Flores Hall is named in honor of Archbishop Patrick F. Flores, first Mexican-American archbishop of the Roman Catholic Church.

Pacelli Hall

This coed residence hall accommodates one hundred nine (109) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. A connecting hallway leads to the companion residence facility, Ayres Hall. Facilities shared by both halls include a television lounge, an outdoor patio, and an outdoor swimming pool. Pacelli Hall is named in honor of Pope Pius XII (Eugenio Pacelli), the pontiff who beatified Fr. John Martin Moye, founder of the Congregation of Divine Providence.

Providence Hall

This co-ed upperclassman residence hall accommodates eighty-one (81) residents in single-occupancy rooms with either private or connecting baths. Facilities include lounges and laundry rooms. Providence Hall is named in honor of the University's founding and sponsoring religious order, the Congregation of Divine Providence.

St. Ann's Hall

This co-ed residence hall accommodates thirty (30) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. Facilities include a television lounge and a laundry room. St. Ann's Hall is named in honor of St. Ann, mother of Mary and patroness of the Congregation of Divine Providence.

Procedures for Housing Application and Termination

Housing Availability

Residence halls are available for occupancy during fall and spring semesters, as well as during the Summer session.

Housing Deposit

The housing deposit serves as a combination reservation/damage/room clearance deposit. The housing deposit is made only once and remains in effect for the duration of the student's residence on campus.

- The housing deposit reserves the room until the date the housing agreement becomes effective.
- The housing deposit covers any intentional or careless damage that may occur during the period of occupancy. If damage exceeds the deposit, the student will be billed the additional amount.
- The housing deposit will be forfeited if the student terminates occupancy and does not officially check out of the room. The housing deposit will be refunded if the cancellation is made in writing to the Director of Residence Life prior to the announced deadline dates. If residence hall space is not available, refund of the housing deposit will be made automatically.

Housing Agreements

Room agreements are issued on an annual basis. In the event of a student's withdrawal from the University, housing fees are refunded according to the tuition refund schedule. Housing fees are payable according to the established payment schedule for all University charges. The payment period is for two (2) full semesters, or the remaining portion thereof. The occupancy period begins at 12noon on the day the residence halls open, as indicated in the current University Bulletin, and ends at 12noon the day following the end of final exams (or 7:00pm, if graduating).

Termination of Housing Agreements

The University reserves all rights in connection with termination of occupancy. The housing agreement will be cancelled when a student withdraws from the University during the course of or at the end of any semester. Prepaid housing fees will not be refunded.

- If termination occurs as a result of University disciplinary action, any refund will follow the established University refund policy.
- If the student intends to leave the University at the end of the fall semester and not return for the spring semester, the student must notify the Director of Residence Life in writing prior to the end of the fall semester. Otherwise, a fee will be assessed for non-notification of termination of housing agreement and deducted from the housing deposit.

Insurance and Immunization Policy

- All students who live in the residence halls are required to secure coverage by an accident and hospitalization insurance plan.
- Effective January 1, 2010, the meningitis vaccination is required of all students residing in on-campus housing throughout the state of Texas. The vaccination must be administered at least 10 days prior to one moving into the residence hall. [NOTE: Exemptions may be obtained by providing an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. **A

conscientious exemption form *from the Texas Department of State Health Services* must be used. See <https://webds.dshs.state.tx.us/immco/affidavit.shtm> for more information.]

Board Plan Policy

Board plans are available during fall and spring semesters, as well as during the Summer session. All resident students **must board** at the University dining hall, except during summer sessions. Board plans may not be transferred to another individual. Refunds on board plans are prorated from the Monday of the week following withdrawal. The amount of refund will be determined by a combination of the following:

- The number of weeks that have elapsed in the semester.
- The amount of unused board.

Room Assignments

The University will make every effort to place students in the rooms with the roommates of their choice. However, current residence hall occupancy, date of receipt of application, receipt of housing deposit, and simultaneous roommate requests all affect the room assignment process. For these reasons, the University cannot guarantee roommate requests and reserves the right to assign any applicant to any available space. Students who wish to make a request for a specific roommate must make application for residence hall living at the same time. Assignment of housing space does not imply admission to the University. If the applicant is not accepted for admission to the University, the housing deposit will be refunded in full. Room assignments for students new to the residence halls are made on a first-come, first-served basis. The date the Residence Life Office receives a student's completed application along with a housing deposit is the date the student is eligible for assignment.

Room Selection (RENEWALS)

Room selection takes place every spring semester and is reserved for those students who are living on campus at the time. Resident students who are graduating, transferring, or not planning to live on campus for the next academic year must complete a "Residence Hall Cancellation Form" with the Residence Life Office. Resident students who plan to live on campus for the next academic year (and the summer) must complete the room selection process. Resident students who fail to participate in this process, or students who participate in the process and cancel afterwards, will automatically forfeit their housing deposit. The Residence Life Office will post the dates and times a minimum of two (2) weeks prior to the room selection process.

Room Changes

Room changes occur during a specified period after the first full week of classes each semester and are made only with the authorization of the Residence Life Office. Room-change fees for each student requesting a room change apply and are payable at the time of request. If the room change is approved and housing rates vary between rooms, students will be responsible for paying the higher housing rate for the

entire semester. If the room change is not approved, the room-change fee will be refunded in full.

Consolidation

Consolidation refers to the process of requiring resident students who are single occupants in double- or triple-occupancy rooms to move together in one (1) double- or triple-occupancy room. Students may remain as single occupants in double- and triple-occupancy rooms without being charged single-occupancy room rates only in those instances where the roommate has moved out and the possibility of consolidation does not exist. However, if the opportunity to consolidate becomes possible, students will be required to move together. Students may be allowed to pay a higher rate to maintain rooms as single-occupancy rooms, as long as a waiting list for residence hall space does not exist. Consolidation is necessary in order for resident students to avoid the additional expenses for separate rooms due to circumstances beyond their control. Consolidation also allows empty rooms to be used as guest rooms and as rooms for Weekend College students.

Procedures for Housing Occupancy and Vacancy

Check-In Procedures

When checking into the residence halls, resident students will receive the following:

- Room key.
- Residence hall regulations. (This handbook contains rules and regulations for residence hall living. Residents are advised to read the handbook and are responsible for the information in it.)

Check-Out Procedures

When checking out of the residence halls, resident students will perform the following:

- Resident students must check-out no later than 24 hours after their last final exam.
- Follow special residence hall procedures (e.g. specific times, dates, procedures).
- Remove all personal belongings.
- Return the room key to the RA or the Office of Residence Life via End of Semester Checkout Envelope.

Charges

- **Cleanliness Fee** Resident students may be charged to cover the cost of extra custodial service required to remove personal belongings or to clean rooms left in unsatisfactory condition.
- **Improper Check-Out Fee (\$35.00 minimum)** Resident students leaving the residence halls without following the check-out procedures will be charged an improper check-out fee. Reasons for charge include:
 - not cleaning room and bathroom before leaving
 - cleaning room debris into hallway
 - loading hallway with belongings

- failure to move out within 24 hours after last exam
- leaving without going through check-out procedures
- **Late Check-Out Fee** If resident students are not present in their rooms at the designated times of check-out and have not made alternate arrangements with the Residence Life Office, a late check-out fee will be charged. Residence Life staff members will clear the room of all belongings. The resident student will be charged an improper check-out fee, forfeit the housing deposit, and be charged for labor of the Residence Life staff members.
- **Loss of Key/Failure to Return Key** Resident students not returning a room key will be assessed a \$60.00 key core replacement charge.

Procedures for Room Entry and Search

Resident Student Right to Privacy

A resident student's room is his/her home while living in University housing. Resident students have the right to privacy in their own rooms. However, in cases of emergency, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce regulations, the University reserves the right to enter residence hall rooms. Before entering, staff members will knock and identify themselves. If staff members remove any articles, a written receipt will be left in the room. No staff member will enter a residence hall room without prior permission from the Director of Residence Life.

General Guidelines for Room Entry and Search

Except under extreme emergency circumstances, premises occupied by students will not be entered and searched unless appropriate authority has been obtained. The following guidelines apply:

- Reasonable suspicion must exist that occupants of a specific room have in their possession articles, or are in the process of committing acts, that are in violation of local, state, and federal laws or University rules and regulations.
- Authorization for room entry and search must be obtained from the Director of Residence Life. Such investigation is restricted to those individuals specifically designated by the forenamed.
- Unless unfeasible, the University will make every effort to have one (1) or all of the inhabitants present during the search and to inform the inhabitants as to the reason for such search.
- Articles representing illegal possession or violation of civil law or University rules and regulations may be confiscated and withheld until necessary disciplinary action and safety measures have been completed.

Guidelines for Entry by Other Students

Students may enter the residence hall rooms of other students only at the invitation of or with written permission of residents of such rooms.

Guidelines for Entry by Residence Life Staff Members

Residence Life staff members may enter residence hall rooms under the following circumstances:

- To investigate which individuals are occupying the room.
- To replace damaged or obsolete University property and remove from the room, without the owners' permission, any objects or materials which

constitute a safety or sanitation hazard or which are the property of the University and are being illegally held in the room.

- To eliminate disruptive noise from electrical sound equipment which may violate an individual's right to sleep, study, read, or otherwise occupy the room.
- To determine, with reasonable cause, if a violation of residence hall or other University rules and regulations is occurring in the room.
- To conduct monthly safety checks.
- With permission from the Director of Residence Life.

Guidelines for Entry and Search by University Police

University Police Officers may enter residence hall rooms and conduct searches within the boundaries of the law.

- A University Police Officer or other University official may enter a room when there is clear or apparent emergency such as fire, serious illness, or injury, or where danger threatens persons or property.
- A University Police Officer or other University official may enter a room under one (1) or more of the following circumstances:
 1. With a warrant for arrest or search.
 2. With permission of the resident.
 3. When in pursuit of an individual observed committing a crime, or if the officer has reasonable grounds to believe the occupant committed a crime.
 4. When the officer has probable cause for belief that a crime is being committed.
 5. When a narcotic detection dog indicates that there may be an illegal substance in one of the rooms.
- A University Police Officer or other University official may search a room under one (1) or more of the following circumstances:
 1. With a search warrant.
 2. With permission of the resident.
 3. With permission from the Director of Residence Life.
 4. When the room is the area incidental to an arrest.
 5. When the officer has probable cause for belief that a crime is being committed.
 6. When a narcotic detection dog indicates that there may be an illegal substance in one of the rooms.

Guidelines for Admission of Other Law Enforcement Officers by Residence Life Staff Members

Residence Life staff members will open residence hall rooms to admit law enforcement officers only when a search warrant applying to a particular room has been obtained or if the law enforcement officer is accompanied by a narcotic detection dog that has indicated that there may be an illegal substance in one of the rooms. Off-campus law enforcement officers must be accompanied by a University Police Officer when entering the residence halls.

Facilities and Services for Resident Students

Access for Students with Disabilities

Residence hall rooms accessible to students with disabilities are available in Centennial and Flores Halls. Students requiring such accommodations must contact the Residence Life Office and indicate the need for such accommodations on their housing applications.

Cable Television Service

Residence hall rooms are equipped with an extensive package of cable television services. Resident students may access this service by simply providing a cable-ready television. Tampering with or otherwise defrauding cable television wiring and devices will result in disciplinary sanction and/or civil prosecution.

Elevators

Elevators are available in Flores and Providence Halls. Priority for usage should be given to persons with disabilities or severe mobility impairments. Individuals who vandalize the elevators will be subject to disciplinary action. Operating failures should be reported immediately to a Residence Life staff member.

Food Service

All resident students must board at the University dining hall except during the summer session. Board plans of various monetary amounts are available. Resident students' University ID cards also serve as their meal cards. Meal cards are accepted at all campus dining facilities.

- Resident students wishing to change board plans must submit a "Board Waiver Request Form" to the Student Life Office. Board plans may be increased at any point in the semester in \$25.00 increments. Board plans may be decreased, however, only during one hundred percent (100%) refund periods. Board plans are active from the day the residence halls open through the last day of the semester.
- Board plan waivers will only be made for serious medical and/or personal reasons. Resident students must make waiver requests within the first week of the semester to the Student Life Office.
- At the end of the semester, the Food Services Office cannot issue refunds for unused balances, nor may students transfer their balances to other individuals.
- Resident students are the sole authorized users of their respective board plans and may not lend their meal cards to other individuals. Resident students may purchase meals for others, but must be present to do so.
- If resident students misplace meal cards, the loss should be reported both to the Residence Life Office and the Food Services Office.
- The meal card's magnetic strip makes it sensitive to electronic equipment. Meal cards should be kept away from radios, televisions, computers, refrigerators, other appliances, and magnetic-snapped handbags to avoid damaging the magnetic strip. Dry cleaning and washing of meal cards may also damage the magnetic strip. (There is a fee to replace one's meal card.)

Internet Access

Residence hall rooms are equipped with one (1), two (2), or three (3) data lines (depending upon planned capacity) allowing resident students with personal computers to access the University's computer network from their rooms. Refer to the "Statement on Acceptable Use of University Computing Resources" and the "Student Code of Conduct" for regulations and sanctions of computer usage. Wireless service is also available throughout the residence halls!

Laundry Facilities

Only resident students are permitted to use the University's laundry facilities. Tampering with or otherwise defrauding washers, dryers and automated vending systems will result in disciplinary sanction, civil prosecution, or both. ASI Services should be notified when washers and dryers malfunction. Reimbursements are requested through ASI Services, as well. They can be contacted at 1-800-762-3452. Currently, washers and dryers are complimentary for resident students.

Washers and dryers are located in the following locations

- Ayres Hall: Basement Level
- Centennial Hall: 2nd Floor
- Flores Hall: 1st, 2nd, & 3rd Floor
- Pacelli Hall: Basement Level
- Providence Hall: 2nd, 3rd, & 4th Floor
- St. Ann's Hall: 2nd Floor

Lobbies and Lounges

Residence hall lobbies and lounges are for residents and their guests. Resident students should not leave guests unattended in lobbies. Visitors not using lobbies and lounges for their intended purposes will be required to leave. Visiting hours apply (see *Visitation*) to residents and guests using lobbies and lounges. Each hall has a lobby or lounge that can be utilized by residence hall students only for 24-hour visitation. Individuals wanting to use the lobbies and lounges for large group gatherings (e.g. meetings, activities) must make reservations with the Residence Life Office a minimum of one week before the activity or event.

Mailboxes

Campus mailboxes for resident students are located in Providence Hall. At the end of each semester, resident students should leave forwarding addresses with the University Post Office.

Repairs to Residence Hall Rooms

- **Housekeeping.** Housekeepers are responsible for light maintenance and keeping public areas of the residence halls clean. Resident students can help keep surroundings attractive by not abusing the facilities and by cleaning personal spaces. Resident students are responsible for the regular cleaning of bathrooms. Housekeepers enter all residence hall rooms to stock toilet paper and to spray bathrooms for mold and mildew.

- **Maintenance.** To report a maintenance problem, residents must submit a work order to their Resident Assistant. Emergency maintenance situations requiring immediate attention, such as power outages, broken water pipes, or clogged/overflowing toilets, should be reported to the Residence Life Office immediately at 431-3941. If the Residence Life Office is closed, please report the problem to the RA on Duty or Campus Police at 433-0911 immediately. The Physical Plant Office will only accept work orders submitted by Residence Life staff members.
- **Insects.** Exterminators make rounds on a routine basis. Resident students should report insect problems to their R.A.'s. An exterminator will be accompanied by an OLLU staff person when individual room extermination is requested.

Swimming Pool

Resident students may use the Pacelli-Ayres pool from 10:00 a.m. to dusk, seven (7) days a week while classes are in session. Alcoholic beverages are prohibited in and around the pool area and patio. Swimming alone and horseplay are prohibited. Pool access is limited to resident students and one (1) adult guest per resident student only. Minors are prohibited. The pool is not staffed with a lifeguard.

- *Swimming Pool Events.* Individuals wanting to host a pool gathering must contact the Office of Residence Life for permission to reserve the swimming pool. Groups of fifteen (15) or more will require *at least* one certified lifeguard to be available throughout the event.

Trash and Recycling

All resident students are expected to keep their environments free of trash and litter. Each residence hall has designated trash disposal areas. At no time should trash be left in hallways, common areas, stairwells, or on patios. The Residence Life Office encourages all residents to participate in recycling efforts.

- Pacelli, Ayres, Flores, & Centennial Hall: Dumpsters located in H-Lot
- St. Ann's Hall: Dumpsters located outside to the left of building
- Providence Hall: Trashcan areas are located on each floor

Vending Machines

Vending machines are located in Flores Hall and Ayres Breezeway. Money lost in vending machines should be reported to the Student Life Office. Tampering with or otherwise defrauding coin-operated vending machines will result in disciplinary sanction and/or civil prosecution.

Suggested Items for Residence Hall Living

The following is a list of items resident students often find necessary and convenient for residence hall living: linens (sheets) for a long twin bed, pillowcases, pillows, blankets, bedspreads or comforters, towels, and toiletries. The Residence Life Office suggests resident students bring an alarm clock, an iron, and an ironing board, as well as academic materials such as school supplies, and a Bible. Resident students may bring radios, televisions, DVD players, electric shavers, floor fans, electric clocks,

personal computers, and stereos. Small electrical items, such as hot air popcorn poppers and coffee makers are permitted in the residence halls. Appliances such as hot plates, crock pots, space heaters, and George Foreman grills, are prohibited in the residence halls. Since a microfridge is already provided in each room, additional refrigerators and microwaves are not needed and are therefore prohibited. The Residence Life Office encourages resident students to contact roommate(s) to plan for necessary and convenient items in order to avoid duplication.

Regulations and Requirements for Resident Students

In addition to obeying all local, state, and federal laws, resident students must obey all University policies, procedures, rules, and regulations. Residence Life staff members are not authorized to grant exceptions to these regulations. As University employees, Residence Life staff members may not ignore violations of University regulations. Resident students will be asked to make suggestions for policy changes directly affecting the residence halls. Resident students are expected to be knowledgeable of the contents of this handbook and any other notices and publications of policy. The University reserves the right to change and/or delete any policy and will notify students of any changes thereof. In situations not covered by specific regulations, resident students should use common sense to ensure their conduct at all times reflects conduct expected of mature, responsible individuals with high ethical standards in accordance with the mission and values of the University.

Abandoned Items

Any personal property left in the residence halls at the end of a resident's housing agreement or at the end of the spring semester will be considered abandoned. Residence Life staff members will dispose of such property at their discretion.

Alcohol Possession and Consumption

The Residence Life Office is extremely concerned about the manner in which alcohol use may affect the behavior and academic performance of resident students. Research indicates that college-age students are more likely to abuse alcohol than any other age group in the United States. Such abuse often results in alcohol poisoning, addiction, and death. Alcohol use is frequently associated with inappropriate and sometimes illegal behavior and has been shown to impair judgment in many situations, often with unfortunate consequences. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Regarding the consumption of alcohol by students of legal drinking age, local, state, and federal laws must be observed at all times. Of primary importance to the University community are the following regulations:

- Alcoholic beverages are prohibited to persons younger than twenty-one (21) years of age.
- Persons twenty-one (21) years of age and older are prohibited from providing alcoholic beverages to minors.
- Intoxication, disorderliness, and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

- Students engaging in self-destructive behavior, that which impedes a student's ability to enjoy the privileges of education and to fulfill one's obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community's responsibility to respond to such behavior.

The following guidelines apply to possession and consumption of alcohol in the residence halls:

- Alcoholic beverages are permitted in Providence Hall. Resident students of this hall aged twenty-one (21) or over are permitted to possess and to responsibly consume alcohol in their residence hall rooms, provided all individuals present are aged twenty-one (21) or older.
- Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, and St. Ann's Halls. Residents of these halls, even if aged twenty-one (21) or older, are prohibited from possessing and/or consuming alcohol in their rooms.
- Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) inside and outside the residence halls except at those events approved by the Student Leadership and Development Office and the Office of Residence.
- Kegs and party balls, alcohol/liquor bottles, and beer cans with or without alcohol, are prohibited in the residence halls. This includes empty kegs or party balls brought on campus for storage purposes or to be used as furniture or decoration.
- Refer to the "Policy on Alcohol Distribution" for additional information.

Appliances

Electrical appliances which are (1) UL listed, (2) equipped with thermostatic controls, and (3) rated at 1200 watts or less are permitted in the residence halls. It is necessary to limit the wattage and usage of certain appliances in student rooms because of the potential fire hazard, as the residence halls' circuits are limited to 15 amperes. Whenever the total amperage on one circuit exceeds that figure, the fuse or circuit breaker is likely to turn off. Continuous overloading creates excessive heat in the wiring, causing its insulation to deteriorate and increasing the possibility of fire. Resident students should coordinate appliance use with neighboring residents to avoid power interruptions. All electrical appliances and equipment should be unplugged before leaving your room for any vacation period.

- *Restricted Appliances*

University fire safety and sanitation regulations prohibit the use of some types of appliances in student rooms even though they may be commonly found at home. Among the items not allowed for either storage or use are: open coil heaters, immersion coils for heating liquids, pottery warmers, deep-fat and French fryers, rotisseries, electric grills, ovens, hot plates, stoves, any type of exposed burner, large power tools, camping stoves, and charcoal grills. It is impossible to list all electrical appliances that are hazardous for use in the residence hall. As a general guideline, any appliance is prohibited if it is rated over 1200 watts or if it has an exposed

heating element. Under all circumstances the user should exercise reasonable precautions. Appliances should be used in a manner prescribed by the manufacturer. Damage or injury resulting from the use of any appliance or equipment in the residence halls are the responsibility of the user. **Students are prohibited from adding a personal microwave or refrigerator in rooms where a microfridge is already provided by the Office of Residence Life.**

- *Extension Cords/Power Strips*

Extension cords should be used sparingly and never overload cords or extended cords with another extension cord. Always use extension cords in accordance with the manufacturer's instructions. UL listed, type "S" or "SJ" cords are the minimum size permitted. Extension cords may not be tacked down, placed under rugs, or used in places where pedestrian traffic can cause damage. Only authorized employees of the university or their agents may make any modifications of or additions to the existing wiring of a building. Power strips must be UL approved, rated no higher than 15 amps, and equipped with a built-in current breaker.

- *Halogen Light Bulbs and Lamps*

Halogen light bulbs and lamps are not permitted in any on-campus residence.

Bicycles, Motorcycles, Skateboards, and In-line Skates

For fire and safety reasons, bicycles may not be stored in hallways, stairwells, common areas, fire exits, hall entrances or other places in on-campus living units, with the exception of bedrooms. Bicycles should be adequately secured to prevent theft. Bicycles must never be ridden inside the residence hall, should be kept free of doorways and windows, and in no way interferes with or damages room fixtures or furnishings. Any bicycle found improperly stored will be moved to a proper storage area at owner's expense. The riding of bicycles, skateboards, and in-line skates is prohibited in the residence halls and all other University buildings. Motorized vehicles are prohibited inside the residence halls.

Candles, Fireworks, and Open Flames

Candles, fireworks, incense, open flames, and appliances with open heating elements are prohibited.

Confiscation/Removal

Residence Life personnel will ask students to remove dangerous and/or prohibited items from their rooms or common area. Should the resident fail to respond to this request, Residence Life staff will be asked to confiscate, store and/or dispose of the item. During fire alarms and safety inspections, university officials may confiscate prohibited appliances or other prohibited/illegal items (see search). Residents will be given a receipt for any item taken in this manner. Following a disciplinary hearing, students may claim their confiscated items provided they are immediately removed from the residence hall.

Damages

Resident students are responsible for all damages to their rooms and the furniture assigned therein caused by their behavior or by the behavior of their guests. Each

member of the residence hall or floor will be held responsible for damages to common areas, unless the responsible party is identified. For routine repairs, resident students should inform their RA of specific problems requiring attention. Minor problems should be corrected and repaired before escalation into major ones. Excessive humidity, leaks, and other problems should be reported promptly. If conditions worsen because of failure to report the problem, resident students may be charged room damage fees.

Decorations

Resident students may hang pictures, posters, and other decorations by means that do not leave permanent marks, holes, or other damages to walls, doors, ceilings, floors, and other fixable surfaces. Tacks, nails, screws, masking tape, double-sided tape, glue, and other permanent adhesives are prohibited on walls, doors, ceilings, floors, and other fixable surfaces. Due to the building's age, rooms in Providence Hall have very sensitive walls. Adhesive putty may not be applicable for these walls. Resident students will be charged for any damages. Alcohol containers open or closed and drug paraphernalia are considered inappropriate room decorations. If these types of items are found in residence hall rooms, Residence Life staff members will confiscate and dispose.

Dress Code

Although the University does not have a dress code, resident students and their guests are required to wear appropriate clothing such as shirts, shorts/pants, and shoes inside buildings/halls and in general lounge areas.

Drug Possession, Ingestion, or Inhalation

The possession, consumption, sale, or transfer of illegal drugs, other controlled substances, and drug-related paraphernalia are intolerable. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Of primary importance to the University community are the following regulations:

- Possession, consumption, sale, and transfer of illegal drugs, other controlled substances, and drug-related paraphernalia are prohibited.
- Disorderliness and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence is unacceptable and subject to disciplinary action.
- Students engaging in self-destructive behavior, that which impedes a student's ability to enjoy the privileges of education and to fulfill one's obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community's responsibility to respond to such behavior.

Emergencies

Refer to the "Emergency Procedures for Students" section for information. The "Emergency Procedures for Students" section can be found online at <http://www.ollusa.edu/studenthandbook> or in the OLLU Student Handbook.

Furniture

Furniture provided in the residence halls for use in private rooms and general lounge areas may not be removed, borrowed, or exchanged from one room to another. Lounge furniture is not to be moved from its original arrangement without permission of Residence Life staff members. When moving furniture for any reason, the furniture should be carefully lifted and moved. Shoving or pushing heavy items can scrape floors. Furniture should be taken care of by avoiding propping feet on or climbing on furniture. Residence Life staff members reserve the right to require that any student-owned furniture be removed from the residence halls.

Fire Safety

It is a criminal offense to falsely sound an alarm. Students apprehended sounding a false fire alarm or tampering with firefighting/fire alert equipment, or failing to evacuate immediately when an alarm is activated, are subject to a minimum fine of \$200, dismissal from the residence halls or university, and/or prosecution from civil authorities. Residence hall students have ready access to fire extinguishers in hallways. All residents should familiarize themselves with the proper use of fire extinguishers.

Furthermore, in accordance with Texas House Bill 1284 (2013-2014), you are hereby notified that making or causing a false alarm or report involving an institution of higher education the penalty and/or charge is escalated from a Class A misdemeanor to a state jail felony!

- Evacuation

All fire alarms should be considered as an actual “real” fire, and the building must be evacuated

immediately. Individuals are responsible for evacuating themselves from the building and should leave

by the nearest and/or safest exit. Students should familiarize themselves with emergency exits. As the

situation permits, building staff will assist in the evacuation process.

In case of fire, pull the nearest fire alarm and/or call (210) 433-0911 (University Police). If possible, be prepared to direct emergency personnel to the suspected cause. At no time should you put your safety in jeopardy.

The following procedures should be followed:

- Close and lock your room door. Bring room keys with you.
- Leave the building in an orderly manner, through the safest and most immediate exit.
 - Do not use elevators.
 - Wear or carry clothing suitable for the weather and carry a towel for protection against smoke.
 - Take a flashlight, if one is available.
 - Remain outside and at least fifty (50) feet away from the building until the signal to return is given.

- A damage assessment may be levied against students for a fire occurring within an on-campus living area. If a false alarm is pulled and no one is identified as perpetrating the alarm, the residents of the hall will be held accountable.

Grills

Grills of any type and/or size may not be stored or used within any area of the buildings, and they may not be used within 50 feet of the building. Propane tanks and grills may not be stored inside any room. Charcoal lighter fluid is a combustible material and should not be stored in student rooms.

Holiday and Semester Break Occupancy

- Food service will be reduced during university holidays (e.g. Mid Semester Break, Thanksgiving, Spring Break, Easter) based on the number of resident students on campus. Notices will be posted at least one week before each holiday. **The university does not provide interim housing during semester break periods (i.e. Christmas Break and break between Spring and Summer Sessions).** For alternative off-campus housing options contact the Residence Life Office.

ID Cards (Electronic Access and Meal Plan)

All University students must obtain and carry with them a current University ID card as proof of their right to use University facilities and attend University events. ID cards must be produced upon request by any University official, including RA staff. ID cards are non-transferable. Students allowing others to use their ID cards are subject to disciplinary sanction. ID cards for resident students serve as their meal cards in addition to serving as electronic access cards to the residence halls. Most front doors to the residence halls are locked at 10:00 p.m. and interior doors are locked 24 hours. ID cards are issued at the ITS HELP DESK located in the Walter Center (2nd Floor). Lost or stolen cards should be replaced as soon as possible and you should be aware that there is a fee assessed to replace lost, damaged, or stolen ID cards.

Indoor Athletic Activities

The playing of athletic games is prohibited in the residence halls because of the potential for personal injury and property damage that often occurs as a result of such activity. Prohibited activities include, but are not limited to, baseball, basketball, football, Frisbee, hockey, soccer, volleyball, shaving cream fights, water fights, and indecent exposure or behavior.

Keys

Resident students receive one (1) key to their residence hall rooms. Room keys will not be issued to any friend, relative, or other individual. Residents should carry their room keys with them at all times to avoid being locked out. Resident students may not duplicate room keys or alter locks. Room keys must be returned to the Residence Life Office upon termination of occupancy.

- **Lock-outs.** If resident students lock themselves out of their room or residence hall, the RA on duty will unlock the door and/or building and the resident

student will be charged \$30.00 per lockout. Additionally, on the fourth time, resident students must schedule an appointment with the Director of Residence Life. RA's will unlock only the room or residence hall for that resident who is locked out. Money collected from lock-out fees will be placed in the Residence Life Office's budget for programming activities in the residence halls.

- **Lost Keys.** If resident students lose their room keys, the Residence Life Office will re-core their door locks, at the resident's expense, and issue new keys for the room. This precaution is for the resident's safety and the security of the resident's possessions. The fee for a lost key is \$60.00.

Parking

All motor vehicles parked on University property must be registered with the University Police Department and have a valid parking decal. Parking for resident students is located north of the University Wellness and Activities Center (UWAC) and east of Centennial and Flores Halls.

Parties and other Group Gatherings

Group gatherings, social functions, and parties are permitted in residence hall rooms with Residence Life staff member approval, as long as events are of a size and number not to exceed ten (10) persons who can be contained wholly in the particular room (including noise). All events in the residence halls must end by midnight.

Pets

Due to health and safety concerns, pets are prohibited in the residence halls, with the exception of small fish in a container no larger than 10 gallons.

Posting

Announcements may be posted on bulletin boards only with the approval of the Residence Life Office. Refer to the "Policy on Posting" for additional information.

Quiet Hours and Consideration Hours

Resident students have the primary responsibility for the enforcement of Quiet and Consideration Hours. If resident students feel uncomfortable with a confrontation or if the offending noise is coming from another wing or floor, resident students may ask Residence Life staff members to remedy the situation. When requests are reasonable, most students will be cooperative.

- **Quiet Hours.** The establishment of Quiet Hours provides resident students with an atmosphere conducive for studying. During Quiet Hours, resident students are encouraged to keep room doors closed. Any conversations or amplified sound (e.g. radio, television) should not be audible in hallways or other rooms. Quiet hours are from 9:00 p.m. to 8:00 a.m. each day, but may be made more restrictive by each residence hall depending on the needs of that hall.
- **Consideration Hours.** Consideration Hours are in effect at all times. Resident students should be considerate of roommates, suitemates, and hallmates. All noise should be kept within the confines of individual residence hall rooms. At the request of another resident or staff member,

- resident students are expected to cooperate by lowering the volume of conversations and amplified sound. Excessive noise is always unacceptable.
- **Dead Week/Finals Week Quiet Hours.** During dead week and finals week, Quiet Hours are observed 23 hours a day. Study breaks, usually an hour in length, occur at designated times during these weeks.

Roofs, Ledges, Balconies, and Fire Escapes

In the interest of public safety, resident students and their guests are prohibited from engaging in the following activities:

- Removing screens from windows.
- Climbing onto ledges and roofs.
- Climbing from one room to another via ledges and roofs.
- Hanging out of windows.
- Covering windows with aluminum foil or other dense material.
- Pushing others towards or out of open windows.
- Hanging signs, posters, or other materials from roofs, ledges, balconies, and fire escapes.
- Blocking stairwells and fire escapes.

Room Inspections

RA's conduct monthly safety checks of residence hall rooms in order to accomplish the following:

- To connect with those residents they do not see on a regular basis.
- To report maintenance issues.
- To confiscate illegal items (e.g. hot plates, alcohol).
- To verify that all furniture and/or furnishings in the room at check-in are still in the room.
- To verify that no furniture and/or furnishings from common areas are in the room.

RA's will post notices forty-eight (48) hours in advance of monthly safety checks. If residents are not present at their respective scheduled times, RA's will contact other Residence Life staff members in order to enter the room and complete the safety check. RA's will leave notification of room entry if residents are not present.

Security

Resident students are responsible for protecting personal items from theft and vandalism and for ensuring the residence halls are as secure as possible. The Residence Life Office recommends the following:

- Resident students should identify personal property by engraving with an identification number or affixing name tags.
- Resident students should maintain an inventory of personal property information and keep the list in a secure place. The list should contain model numbers, serial numbers, and brief physical descriptions of all personal property.
- All doors, including bathroom doors, and windows should be locked at all times.
- Residence hall entry doors must not be propped open for any reason.

- **Resident students should purchase personal property insurance, as the university is not liable for theft and/or damage of personal belongings.**

Smoking

Smoking, this includes electronic cigarettes, is prohibited inside all University buildings and all residence halls and individual residence hall rooms.

Solicitation

To protect residents from unwanted disturbances, the University prohibits door-to-door solicitation in the residence halls and the operation of a personal business/practice. Students and organizations wanting special consideration should contact the Office of Student Leadership and Development.

Visitation

Resident students are permitted to invite non-resident guests to their residence halls and rooms, in compliance with the following visitation policy. Resident students are responsible for their guests' behavior and safety while in the residence halls. All guests must be escorted by the resident student from the main entrance of the residence hall to any other area of the hall and from any area back to the main entrance. Guests must leave the residence halls at the end of the visitation period. Maximum visitation limits in any residence hall are 10:00 a.m. to midnight, Sunday through Thursday, and 10:00 a.m. to 2:00 a.m., Friday through Saturday. Resident students and/or guests visiting any other resident(s), regardless of gender, are required to abide by the established visitation limits.

- **Day Guests.** Guests must be escorted by a resident student at all times.
- **Minors.** Because the residence halls are designed as adult living communities, the Residence Life Office discourages the presence of infants, small children, or adolescents. Resident students are prohibited from baby-sitting in the residence halls. Children must be accompanied by a resident student at all times and must adhere to the rules and regulations of the residence halls. Children aged fifteen (15) years and younger are prohibited from staying overnight in the residence halls. Resident students must request written permission from the Residence Life Office for overnight teenaged guests over the age of sixteen (16).
- **Overnight Guests.** Resident students wishing to have overnight guests must notify their RA a minimum of twenty-four (24) hours in advance to receive an overnight guest pass. Overnight guests of the opposite gender are prohibited. Overnight guests have a maximum three (3) night limit within a one (1) month time period. Any special circumstances warranting modifications require a written request for approval to the Director of Residence Life/Student Judicial Affairs a minimum of one (1) week in advance. Periods in which overnight guest passes will not be issued are the last two (2) weeks of each semester and mid-term examination week.
- **Parents and Other Adult Family Members.** Parents and other adult family members are encouraged to visit campus, however, the Residence Life Office does not recommend overnight lodging. Resident students should contact the

Residence Life Office for special circumstances warranting such overnight visits. Upon availability of guest rooms, a lodging fee applies.

Weapons

A “weapon” is defined as any object that by use, design, or definition may be utilized to inflict harm or injury upon another individual or animal. Examples of weapons include, but are not limited to, handguns, pistols, rifles, axes, knives with blades in excess of five (5) inches, mace, throwing stars, and nightsticks or batons. Possession, use, sale, or transfer of weapons, whether licensed or not, are prohibited on University premises and violators thereof will be subject to disciplinary action. Such weapons, if confiscated, immediately become the property of the University.

STUDENT ORGANIZATIONS POLICIES AND PROCEDURES

Introduction

All student organizations must be officially recognized by the University in accordance with the “Policy for Recognition of Student Organizations.” Official recognition, however, does not commit the University to the proposed programs of any student organization. The University asserts that certain responsibilities accompany the rights associated with official recognition. The members, officers, and advisors of all RSOs and CSOs must know, understand, and comply with the following guidelines. Failure to do so may result in immediate loss of recognition or other sanction as deemed appropriate by the Director of Student Leadership & Development and the Assistant Vice President for Student Life.

Types of Student Organizations

Chartered Student Organizations

Chartered Student Organizations (CSOs) are groups sponsored under the umbrella of a University department and are directly funded by University funds. The mission statement, purpose statement or constitution of a CSO should be in accordance with both the departmental and University mission statement. Advisement and leadership development of CSOs is the responsibility of the departmental staff. Departmental CSOs provide activities and programs that benefit the department through awareness, recruitment, retention, and leadership development. All CSOs are held to the same policies and procedures outlined by the University for Student Organizations.

Recognized Student Organizations

Recognized Student Organizations (RSOs) are groups operating on a voluntary and self-governing basis. These groups are funded through membership dues, fundraising projects, and budget allocations from the Student Leadership & Development Office. The University’s RSO’s offer students the opportunity to develop and explore special interests while working collaboratively with others. The University recognizes academic groups, honor societies, and special interest groups, including service based Greek Organizations. Through participation in the Student Government Association and initiatives such as the Student Organization Handbook, the Advisor/Officer Workshops, Club Rush, Leadership Summit and various speakers on leadership, the Student Leadership & Development Office works to increase the leadership

development of RSO officers and members. For a complete listing of RSOs, contact the Student Leadership & Development Office.

Emerging Student Organizations

Emerging Student Organizations (ESOs) are groups that are actively pursuing official University recognition through the Student Leadership & Development Office. Groups are classified as emerging upon submission of completed “Emerging Student Organization Interest Form” to the Student Leadership & Development Office. The ESO must then complete an Intent to Organize Packet and submit the electronic copy to the Student Leadership & Development Office. Deadline for packet submission is once a semester due before the fall or spring breaks (specific date and time subject to calendar). The ESO constitution is reviewed by the Student Government Association’s Constitution Review Committee. The ESO packet is reviewed by the Director of Student Leadership & Development and the Assistant Vice President of Student Life. Once approved by the Assistant Vice President of Student Life the ESO is granted official University recognition. If the packet information is deemed insufficient or incorrect the ESO is contacted for revision changes. While in the ESO process the student organization is allowed to hold informational meetings only. ESOs are not allowed to publicize materials as an OLLU recognized organization or coordinate activities and programs, such behavior will jeopardize the official University recognition process.

Unrecognized Student Organizations

Unrecognized Student Organizations are groups that (1) do not seek official University recognition or (2) seek such recognition, but are denied and still operate on the University’s campus in violation of the “Policy for Recognition of Student Organizations.” Unrecognized Student Organizations are not allowed to take advantage of University services such as, posting policies, budget allocations, University distribution emails, organization fundraising, University facility reservations, Student Leadership & Development Office services, organization credit through the Center for Service-Leaning and Volunteerism and various student organization functions. Additionally, members of unrecognized groups may not promote the goals, purposes, identity, or activities of those groups. Anyone with knowledge of Unrecognized Student Organization activity at OLLU violating student organization policy should report the behavior to the Student Leadership & Development Office. Unrecognized Student Organizations and its members may be subject to University disciplinary action.

Policy for Recognition of Student Organizations

All members of the University community must be free to associate with any organization of their choosing, whether on campus or in the community. However, Our Lady of the Lake University will consider for official recognition only those organizations that support the mission and tradition of the University, are not a duplication of a current organization goals and whose practices are consistent with University goals, values, and policies.

A student organization shall be defined as “a group of 4 or more Our Lady of the Lake students joined together in the pursuit of a common purpose.” A student organization seeking official University recognition should have a goal, purpose, and identity that is both unique and singular. Any group whose purpose duplicates that of an existing organization will not be

recognized. The limited number of potential members, dictated by the University's enrollment, will not support an infinite number of student organizations.

University recognition is offered to organizations as a privilege, with the expectation that organizations will demand, and their members will maintain, the highest standards of conduct. Recognition of a student organization may be withdrawn or suspended at any time, and any organization and its members may be subject to University disciplinary action.

In regard to fraternities and sororities, those groups that are nationally affiliated, through either the National Interfraternity Council or National Panhellenic Conference, and whose primary focus is service to others are eligible to seek official University recognition. Groups whose primary focus is of a social nature will not be eligible for official recognition.

Fraternities and sororities with National affiliation seeking official recognition status must submit a letter from their National Board confirming that they are aware of the student interest in starting a colony at OLLU, grant permission to continue with the process, and assign an expansion officer to the ESO.

For social fraternities and sororities whose primary focus includes service to others that wish to submit ESO documents, the ESO must submit a total of five different fraternities or sororities to give Student Life a better indication of the interest and to find the appropriate fit for the University since OLLU does not endorse a social Greek system. The five different fraternities or sororities may include; 1-original choice, 2-a previous fraternity or sorority that had once been a RSO at OLLU, if it falls under the same Mission/Purpose, 3, 4, & 5 – other fraternities/sororities that share purpose/values. Reminder: These are additional requirements for Fraternities & Sororities. All other guidelines and policies should still be followed.

The University does not endorse a social Greek system. As a person-centered community inspired by the Catholic faith of the sponsoring religious order, Our Lady of the Lake University creates academic and co-curricular learning opportunities that further the communal values of respect, caring, and honesty and that promote personal responsibility, an appreciation of differences, and an atmosphere of inclusion. Groups which promote exclusivity challenge these values and damage the integrity of the community.

Groups that either do not seek University recognition or that seek recognition and are denied, present a unique challenge to the University community. Their members individually maintain those rights extended to all University students, although collectively as an organization, those rights are denied. Such unrecognized organizations are extended none of the privileges extended to recognized groups, which include advertising and posting, using University facilities and services, fundraising and solicitation, seeking University funding, and participating in any manner at on- or off-campus University-related events. Unrecognized organizations cannot wear and/or display organization attire nor can they officially recruit members into the organization. Other rights of recognized organizations are outlined in the University's "Student Handbook." Additionally, members of unrecognized groups may not promote the goals, purposes, identity, or activities of those groups.

Student Organization representatives appointed by the Student Government Association will review all applications from groups seeking recognition and will forward recommendations to the Director of Student Leadership & Development and to the Assistant Vice President of Student Life. As a group composed of representatives from Recognized Student Organizations and Chartered Student Organizations, the Student Government Association promises to work closely with those who are members of the Student Congress to keep the

organizations informed and aware of all current University news. SGA is the voice of the student body.

Rights of Student Organizations

Upon receiving and maintaining recognition, the University grants RSOs and CSOs the following rights:

- To use University facilities, resources, and services.
- To use the University's name in the RSOs or CSOs name or acronym.
- To recruit members from the student body.
- To register and to participate collectively in University events.
- To establish an account with the University for financial transactions.
- To establish dues, to conduct fundraising events, and request funds from the SGA Student Activity Fee
- To appropriately use the University mailing address, phone system, e-mail system, website, logo, and name.
- To be listed in relevant University publications.

Responsibilities of Student Organizations

Upon receiving and maintaining recognition, the University requires that RSOs and CSOs accept the following responsibilities:

- To comply with all local, state, and federal laws.
- To comply with all University policies and procedures, as well as those of local, state, national, and international affiliates (if applicable).
- To respect and to support its members' rights in their academic pursuits.
- To respect the civil rights of University community members.
- To respect the dignity of the human person, including compliance with the University's "Policy on Hazing."
- To refrain from discrimination in membership on the basis of religion, creed, physical ability, gender, nationality, race, sexual orientation, or political affiliation.
- To respect normal University operations (e.g. class schedules, movement of traffic).
- To represent accurately and ethically the purpose and intent of the organization.
- To sponsor, to publicize, and to implement on- and off-campus events and programs that are consistent with the University's mission, goals, values, and policies.
- To demonstrate responsible and ethical actions in all exchanges on- and off-campus.

- To respond promptly and ethically to all inquiries from University officials.
- To accept responsibility for members' behavior (1) whenever an event is held, officially or unofficially (unofficially is five or more members gathered), in the name of the organization, and (2) whenever the action of a member draws attention to the organization rather than to the member as an individual.

Requirements for Student Organizations

Registration Renewal Process

Each fall semester, the following requirements apply to all RSOs and CSOs in order to maintain recognition. Failure to do so will result in loss of official recognition.

1. Submit a "Registration Renewal Packet," which includes the following credentials:
 - a. A "Registration Renewal Form," including a list of officers and advisors with contact information.
 - b. A "Roster" of members with Student ID Numbers.
 - c. A current constitution and by-laws (and local, state, national, or international constitution and by-laws, if applicable) if updated during the previous academic year for RSOs. CSOs must submit either a constitution or mission statement of the organization and the mission statement of the advising department.
 - d. RSOs must submit a "Restricted Account Authorization Form."
 - e. A "SGA Student Congress Notification Form for Honor Societies, Graduate Student Organizations and Chartered Student Organizations in regards to participation in the Student Government Association's General Council Meetings.
 - f. A "Risk Management Legislative Mandate" form
2. Attend the Student Organizations Officer/Advisor Workshops to orient both new and returning RSO/CSO presidents, officers, and advisors on the policies, expectations, and services of the Student Leadership & Development Office.

General Requirements

During the academic year, the following requirements apply:

1. Changes in officers and advisors after the deadline for "Registration Renewal Packets" must be submitted in writing to the Office of Student Leadership & Development within one week of the change.
2. All RSO officers must maintain a minimum 2.5 cumulative grade point average throughout their terms. The RSO's advisor is responsible for verifying academic eligibility of all officers with the Registrar's Office.
3. All RSO members must maintain a minimum 2.3 cumulative grade point average throughout their membership. Failure to maintain the minimum grade point average requirement will result in probationary status or revocation of membership. The RSO's advisor is responsible for verifying academic eligibility of all members with the Registrar's Office.
4. All CSOs under the advising department are required to set grade point average requirements for both members and officers, not to be less than the requirements set for RSOs. The CSO's advisor is responsible for verifying academic eligibility of all members

with the Registrar's Office. Failure to maintain the minimum grade point average requirement will result in probationary status or revocation of membership.

5. Any members of a student organization whose grade point average falls below a 2.0 will be mandated to meet with a specified academic advisor and will be placed on a probation status preventing them from joining organizations. This requirement is to allow the student to focus on academic priorities. The specified academic advisor may sanction mandated counseling; specific follow up meetings, career services, academic counseling, or counseling services to assist the student in their academic endeavors.

6. Any members of a student organization must currently be in good disciplinary standing with the University; Residence Life, University Police, Financial Aid, or other departments.

7. All RSOs must maintain a minimum of 5 members. RSOs with fewer members will be placed on numbers probation for one academic year. If membership does not reach a minimum of 5 after the probationary period, the RSO will lose its official recognition. Honor societies may be exempted from this requirement if so mandated by a national or international constitution and by-laws.

8. All RSOs and CSOs must submit a "Spring Semester Officer Update Form" by the applicable deadline. Failure to do so may result in loss of official recognition.

9. All RSOs and CSOs must submit a "Summer Contact Form" by the applicable deadline. Failure to do so may result in loss of official recognition.

10. All RSOs and CSOs may participate in Club Rush membership recruitment events held each fall and spring semester. Reservations for display space must be submitted by the applicable deadline.

11. All RSOs and CSOs must secure authorization for fundraising projects from the Student Leadership and Development Office. "Fundraising Project Authorization Forms" must be submitted no later than 14 days prior to the proposed project for consideration. This is critical to not only be approved for the fundraiser, but also to reduce in fundraiser duplication. All RSOs and CSOs are responsible for reserving facility space and additional necessities through the appropriate offices no later than 14 days prior to the proposed project for consideration. Note: only one type of food sale item will be allowed per time slot to reduce duplication.

12. All RSOs must register service projects with the Center for Service-Learning and Volunteerism. Request for "Service Project Approval Forms" must be submitted no later than 14 days prior to the proposed project for consideration. For more information refer to the most recent "Organizing Volunteers with the OLLU Center for Service-Learning and Volunteerism" handbook. All CSOs are highly encouraged to register service projects with the Center for Service-Learning and Volunteerism.

13. All RSOs and CSOs may request funds for specific events and programs from the Student Government Association's Student Activity Fee Fund. "Student Activity Fee Forms" must be submitted no later than 14 days prior to the proposed event or program for consideration.

14. RSOs and CSOs who failed to submit "Registration Renewal Packets" on time or if required do not attend the SGA Student Congress meetings are ineligible to participate in the

SGA Student Activity Fee Fund and may be held to additional consequences by the Student Leadership and Development Office.

15. All RSOs and CSOs may nominate themselves, other student organizations, or student leaders for Leadership Awards from the Student Leadership and Development Office. RSO Leadership Award nominations must be submitted to the Student Leadership and Development Office by the applicable deadline for consideration.

16. All RSOs, except honor societies whose sole function is the induction of members, Weekend College or Graduate Student Organizations must appoint representatives to serve on the Student Congress of the Student Government Association.

17. All RSOs conducting extended membership recruitment processes must submit an "Extended Membership Recruitment Packet" by the applicable deadline. Failure to do so will result in loss of recruitment privileges.

18. Per the ICUT Legislative Mandate #1 SB 1138 requires colleges and universities to design risk management programs for student organizations and compel certain officers and advisors of student organizations to attend those risk management programs.

Advisors

All RSOs and CSOs must have a faculty or staff advisor employed by the University on a full- or three-quarter-time basis. Confirmation of advisors is subject to approval of the Vice President of Student Life and, in cases of academic groups, the appropriate academic dean.

1. Responsibilities of Advisors: RSO and CSO advisors provide valuable support, guidance, encouragement, and motivation to organizations. While most advisors' benefits are intangible, the University and the organizations maintain the right to expect advisors to fulfill the following:

- a. To model ethical leadership practices to RSO and CSO officers and members.
- b. To be cognizant of University and Student Organization policies and procedures.
- c. To ensure that the RSO and/or CSO comply with applicable University policies and civil law, including the University's "Policy on Hazing."
- d. To provide assistance to the RSO and/or CSO in organizational and personal development, recruitment of members, compliance with University requirements, administration of financial affairs, and planning and implementation of events and programs.
- e. To ensure all RSO and/or CSO officers and members meet minimum academic and disciplinary requirements.
- f. To attend RSO and CSO meetings and events as possible and be familiar with the organization's activities.
- g. To attend the Student Organization Officer/Advisor Workshop and other information sessions.

2. Changes in Advisors: Should a change in status occur, the RSO's or CSO's president must notify the Director of Student Leadership and Development in writing within one week of the change. A letter of resignation or notification is also required from the former advisor. While the Director of Student Leadership & Development may assist in identifying a new advisor, the RSO is responsible ultimately for obtaining a new advisor. CSOs should receive a new advisor based on departmental staffing. No organization will be permitted to continue on active status for longer than four weeks without an approved advisor.

Service Organizations

The Director of the Center for Service-Learning and Volunteerism will assist Recognized Student Organizations (RSOs) through monitoring the activities of these organizations. To facilitate this relationship and to ensure that service organizations are addressing community needs, service organizations are required to work directly with the Center for Service-Learning and Volunteerism. You will also be given a copy of the most recent “Organizing Volunteers with the OLLU Center for Service-Learning and Volunteerism” handbook.

Service Based RSO Requirements:

1. RSO Meetings: The organization’s president and service chair will schedule and keep three appointments per semester with the Associate Director of the Center for Service-Learning and Volunteerism (CSLV). The RSO must turn in the Information Form to the CSLV along with a list of active members.

2. Service Records: The organization’s service chair, or equivalent position, will maintain records of service work completed by each active member of the organization. These records will be submitted monthly to the Center for Service-Learning and Volunteerism.

3. Hours: Regardless of national or international chapter requirements, the University requires that each of the organization’s active members participate in a minimum of 30 service hours to the community each semester. This requirement must be met or exceeded by 80% of the organization’s members. The organization’s active members will complete at least 12 of these service hours in a long-term service commitment (one year minimum). This requirement must be met or exceeded by 80% of the organization’s members.

4. Projects: The organization will organize for its active members three group service projects per semester. These projects can be just for active members or open to other OLLU volunteers.

5. Charitable Donations: The CSLV will grant service hours for fundraising activities resulting in cash or in-kind donations in support of non-profit or public agencies. For the current academic year, one service hour will be granted for every \$20.25 donated to an agency. Hours will not be given unless a Donation Form is submitted. This form requires a signature and contact information from an agency representative who receives the donation. Organizations will not receive credit for hours spent working on a fundraiser, only the donation equivalent.

The amount of \$20.25 has been determined from figures taken from a report released by the Independent Sector estimating that an hour of volunteer time is worth \$20.25. The Independent Sector states that, “the hourly value, updated yearly, is based on the average hourly earnings of all nonagricultural workers as determined by the U.S. Bureau of Labor Statistics. Independent Sector takes this figure and increases it by 12 percent to estimate for fringe benefits”

(http://www.independentsector.org/programs/research/volunteer_time.html).

6. Service Chair: The organization will identify an active member to serve in a leadership position on the vOLLUnteer Unity Council (we suggest appointing a Service Chair). This person must attend at least 75% of the VUC general meetings each semester. Service Chairs are expected to present information about their organization and its activities at each meeting and may be asked to lead some meetings. This person must also attend an orientation at the

beginning of the year to orient both new and returning RSO chairs on policies, expectations, and services of the CSLV. Advisors may attend.

7. Chairing: The organization will chair at least one VUC service project per semester or serve as a site leader for two VUC service projects per semester. Chairing an event includes working with other members of the VUC to plan a service project according to the PARE method, including promotion, recruitment, orientation, reflection, and evaluation.

8. vOLLUnteer IMPACT: The organization will organize a team of active members to participate in vOLLUnteer IMPACT or Days of Caring, which occurs once each semester during the national service holidays: Make a Difference Day and National Youth Service Day.

General Guidelines:

Service Project Approval: All RSOs must register their community service projects with the Center for Service-Learning and Volunteerism (CSLV); all CSOs are encouraged to register their community service projects using the Request for Service Project Approval Form. It is recommended that this form is turned in at least two weeks before the project date. Forms will be considered on a case-by-case basis after this time; however, Approval Forms must be turned in within two weeks of the project or they will not be considered. All service projects should partner with a non-profit or public agency. CSLV strongly encourage relationships with agencies serving San Antonio's West Side.

It is important for organizations to obtain service project approval from the CSLV. The Student Leadership & Development Office only accepts hours approved through the CSLV to apply towards their organization's 30-hour requirement.

To be eligible for service awards, RSO's and CSO's service projects must be approved by the CSLV. Service Project Sign-in Sheet: The CSLV maintains records of service activities for all active members of each student organization as well as all active volunteers on campus. The Service Project Timesheet is to be used to document group and individual projects. This form requires contact information and a signature from an agency representative. If no agency representative is present (for organization-planned events or hours for planning) the organization's advisor must sign this sheet. When used for one-time projects, this form must be submitted to the CSLV within two weeks of the project date. Forms for long-term service hours must be submitted according to deadlines set at the beginning of each academic year.

Philanthropy: All student organizations must register their on-campus collection and fundraising activities with the Student Leadership and Development Office. In addition, if the fundraising or collection is charitable, a Request for Service Project Approval Form must be completed and turned into the Center for Service-Learning and Volunteerism (CSLV) at least two weeks before the first collection date. All collections should benefit a non-profit or public agency. We strongly encourage relationships with agencies serving San Antonio's Westside.

Project planning hours: RSOs and CSOs planning unique service projects independent of an agency can receive service hours for the planning required. The project must be approved by the CSLV at least one month before the project (or before planning hours begin). A timesheet must be filled out documenting the planning hours and what activities took place. The sheet must be signed by the organization's advisor before submission. There is a limit of 5 planning hours per project, per member. Any exceptions to this must be submitted in writing to the Director of the CSLV and will be considered on a case-by-case basis.

Winter and Summer Break Extension Policy: The 30 hour per semester requirement for Service-Based Recognized Student Organizations must be completed during their respective semesters.

Exceptions: With written application for an extension, students may plan out a course of action to finish service hours during the winter or summer break. Exceptions will be looked at on a case-by-case basis. Please apply for extensions by the Mid Semester Deadline announced at the beginning of the academic year.

Note: The Center for Service-Learning and Volunteerism encourages individuals to volunteer over the summer. Remember to record and submit summer hours to the CSLV. These records will document volunteer hours for possible scholarships and awards that use volunteer hours as criteria.

Risk Assessment Forms: Any volunteer new to working with the CSLV and volunteering through the University must fill out a Risk Assessment Form for the CSLV records. Service Chairs should copy the form and have each member fill it out and sign it by the set deadline. Service-Learning hours: Hours required for service-learning courses through OLLU can count towards RSO member's one-time project hours. However, only up to 8 hours per semester can come from service-learning. Documentation of the hours must be submitted by the end-of-semester deadline.

Student Organization Code of Conduct

The OLLU Student Code of Conduct includes the following articles related to student organizations. Although these can be found in previous pages of this handbook, their content is repeated below as it includes important information for groups.

Article III: Student Organization Conduct

Whether on or off campus, RSO and CSO members are representatives of the University and are expected to act in a mature and responsible manner. As such, individual members, advisors, or organizations as a whole may be subject to sanction by the Student Leadership and Development Office for inappropriate behavior. Additionally, any damages caused by an organization or its members will be charged to the organization and the members' own pockets, as applicable. The sanctions available to the Student Leadership and Development Office are indicated in the most recent edition of the University's "Student Handbook." Copies are available by contacting the Student Leadership and Development Office or on the University webpage. Judicial Authority for Student Organizations shall rest with the Director of Student Leadership and Development.

While it is not possible to list all behavior inconsistent with membership in a scholarly community, judicial procedures may be implemented when violations, including, but not limited to, the following occur.

1. Normal University Operations: Disruption of normal University operations (e.g. classes, movement of traffic, special events).
2. Rights of Organization Members: Actions that interfere with the rights of organization members in their academic pursuits or within the organization itself without due process.
3. Representation of Organization
 - a. Misrepresentation of the purpose and intent of the organization.

- b. Unethical representation of the purpose and intent of the organization.
 - c. Failure to act within recognized norms or within the context of the constitution and bylaws or mission statement of the organization.
 - d. Interference with proper representation within any organization recognized by the University.
4. University Policies and Regulations: Noncompliance with applicable University policies and regulations.
 5. Civil Laws: Noncompliance with applicable civil laws.
 6. Rights of Members or Others
 - a. Denial and interference with the rights of members or others.
 - b. Failure to respect the dignity of the human person.
 7. Responsible and Ethical Actions:
 - a. Failure to display responsible and ethical actions on and off campus as members and representatives of the University community.
 - b. Failure to conduct personal or organization business in a responsible manner.
 8. Discrimination
 - a. Actions that result in discrimination in membership on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.
 - b. Actions that result in discrimination toward nonmembers on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.
 9. Authorized and Consistent Functions: Actions that sponsor, advertise, implement, or otherwise endorse functions that are unauthorized and inconsistent with the University's mission, goals, values, and policies.
 10. Advisor: Failure to have an advisor who is a faculty or staff member employed by the University on a full or three quarter time basis and approved by the Director of Student Leadership and Development and, in cases of academic groups, the appropriate academic dean.
 11. Current and Approved Constitution:
 - a. Failure to maintain a current, approved constitution and bylaws (and local, state, national, or international constitution and bylaws, if applicable) on file in the Student Leadership and Development Office.
 - b. Failure to comply with, uphold, or enforce applicable rules, regulations, policies, and procedures of an organization's approved constitution and bylaws or other legislative actions.
 12. Respond Promptly and Ethically: Failure to respond promptly and ethically to all inquiries and policies outlined by the University and local, state, national, or international affiliates, if applicable.
 13. Mailing Address, Phone System, Email System, Website, Seal, Logo, and Name: Inappropriate or unauthorized use of the University's mailing address, phone system, email system, website, seal, logo, and name.
 14. Use of Facilities:
 - a. Unauthorized use of University facilities and equipment.
 - b. Use of University facilities and equipment that is not related to the goals of the organization and University.
 - c. Failure to assume responsibility for setup, cleanup, and monitoring of facilities, as appropriate.
 - d. Misappropriation of University facilities.
 15. Fundraising:
 - a. Fundraising activities for purposes not directly related to the organization.

- b. Fundraising activities that are not approved by the University through the Student Leadership and Development Office.
- 16. Guest Speakers:
 - a. Extending invitations to speakers and other guests who are inconsistent with the University's mission, goals, values, and policies.
 - b. Extending invitations to speakers or other guests without authorization from the Director of Student Leadership and Development Office or relevant University official.
- 17. Advertising and Publicity:
 - a. The use of obscenity, profanity, vulgarity, racially or culturally insensitive, or otherwise inappropriate language and drawings in any printed, electronic, or verbal publicity or other forms of advertising or marketing (e.g. t-shirts, stickers, other objects that form a public display).
 - b. Advertising or actions those are inconsistent with the University's mission, goals, values, and policies.
- 18. Membership Recruitment: Actions that are in violation of the University's membership recruitment policies, procedures, and guidelines.
- 19. Requirements for Student Organizations: Failure to fulfill all requirements applicable to Student Organizations.
- 20. Real Estate: Ownership, leasing, or rental of real estate.
- 21. Financial: Utilizing a finance system off campus under an organization title or personal name of a current officer, member, or advisor.

Temporary Suspension of Recognition:

The Vice President of Student Life may temporarily suspend recognition of a student organization pending formal disciplinary procedures. Such action may occur when the continued presence of the organization on campus poses a threat to the physical or emotional wellbeing of an individual student, a group of students, or members of the faculty and staff, or when the presence of the organization would seriously disrupt the University's normal operations.

Article IV:

Sanctions for Student Organizations

Student Organizations must comply with all local, state, and federal laws, as well as all University policies and procedures. Officers and advisors of student organizations are held responsible for the RSOs and CSOs activities in the event that the organization violates University policies and civil laws. Any student, faculty or staff member, or other student organization may file charges against an RSO or CSO. The following sanctions may be imposed upon RSOs and CSOs by the Director of Student Leadership & Development, or a designate, for failure to comply with applicable policies, procedures, and guidelines. These sanctions apply to administrative policies only. For discipline violations, similar sanctions may be imposed through the "Student Code of Conduct."

- 1. Warning: Written notice for a specified length of time, usually no less than the remainder of the semester, which additional incidents may result in more severe sanction.
- 2. Probation: Restrictions of specified privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the probation period is lifted at the discretion of the Director of Student Leadership & Development, or a designate.

3. Numbers Probation: Restrictions of specified privileges for a specified length of time, usually no less than one academic year, imposed when membership numbers are below the minimum of 10 members for RSOs. If membership does not reach a minimum of 10 after the probation period, the RSO will lose its official recognition. CSOs do not have a specific numbers requirement.
4. Withdrawal of Privileges: Privileges that may be withdrawn include facility usage, advertising and posting, financial transactions, fundraising, participation in University events, usage of the University's phone and email systems, and usage of other support services.
5. Mandated Counseling: Probation status of a member by the advisor for a specified length of time, usually no less than one semester. Recommended counseling services may be the following: Career Services, Counseling Services, ACE , CSLV, University Ministry, Academic Advisement, or other specified meetings.
6. Suspension: Suspension of all privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the suspension is lifted at the discretion of the Director of Student Leadership & Development, or a designate.
7. Withdrawal of Recognition: Complete revocation of recognition and all privileges thereof. The Director of Student Leadership & Development will secure the approval of the Vice President of Student Life when imposing this sanction.