

The "Our Lady of the Lake University Student Handbook/Planner" is published annually by the Office of Campus Activities. Copies are made available to all full-time students enrolled at the University, and is available online. Subsequent editions supersede the policies and procedures contained herein.

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, amend 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 Bulletin" and the "Our Lady of the Lake University Graduate Bulletin."

The Office of Campus Activities 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.

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A Message from the President

Dear Student,

You will soon join thousands of others who choose Our Lady of the Lake University for its distinctive higher education, an education that will provide you not only with entry to a world-wide community of professionals upon your graduation, but one that will ignite in you a life oriented towards service. I welcome you to another exciting year at your University.

Our Lady of the Lake University has helped many students to achieve their educational and career goals. We value the trust and confidence that you place in this historic academic institution and in the faculty and staff who will help ensure your success. We have over 100 years of experience in the institutional practices of excellent teaching.

I know that there has been much effort on your part and perhaps the influence of others that has brought you to this day. I congratulate you, and we are proud that you are making us a part of your journey. Now, as you begin or return to OLLU we hope that you will, yet again, reinforce your strength and will to embark on this rite of passage.

Your own care and attention, combined with the generous spirit and support you will find here, will position you toward personal and economic growth as only learning can bring. You have the opportunity to build a sense of self, to think in new ways, to apply your critical thought to directions you want to take, and to make change in your life and in this world. This opportunity for growth of mind and spirit is here for you.

You have arrived at a University that delivers excellent teaching, gets excited about innovations to serve your best interests, and respects you, your faith and your continued development to become a well-rounded individual. When you graduate from OLLU, you will be fully competent to enter your chosen profession, and committed to a mark of service as only you will be able to make.

Success stories from OLLU graduates who are scientists, doctors, teachers, researchers, community leaders, artists, social workers, business leaders and others form a link to you, as you too will link to those who follow. That professional life will arrive sooner than you think, with your own story, one step at a time. I look forward to seeing you many times on campus in the years ahead and look forward to that very special Commencement Day that is ahead for you.

Sincerely,

Tessa Martinez Pollack, PhD
President

University Overview

The Mission Statement of Our Lady of the Lake University

The mission of Our Lady of the Lake University, an independent, Catholic institution sponsored by the Congregation of Divine Providence, is to provide excellent teaching through traditional and innovative educational programs; to develop its diverse, intercultural student bodies in Christian, person-centered learning communities; and to graduate individuals who are competent and committed to service.

OLLU Statement of Purpose

Our Lady of the Lake University (OLLU) exists for the purpose of providing undergraduate and graduate programs that are rooted in the tradition of Catholic higher education and inspired by the Congregation of Divine Providence in San Antonio, Texas. OLLU realizes this purpose through the development of every student who enrolls, through the assurance of quality in every academic program, through unwavering service to the communities of which it is a part, and through the continuing strong spirituality, charism and sponsorship of the Sisters of Divine Providence.

Students

OLLU is a person-centered learning community. It offers opportunities for students to grow in all the dimensions of their being. Those who can benefit from its programs and services are welcomed, regardless of age, gender, background, ethnicity or belief. OLLU takes particular pride in the continuance of its heritage of providing access for women, Hispanic and non-traditional students, and seeks to be attentive to them in its programs and services. In that spirit, in addition to the ordinary academic predictors of success, OLLU may consider in its admission process such elements as leadership, high motivation, intellectual curiosity, educational creativity and humanitarian involvement. OLLU assists its students in persisting through graduation to find meaningful careers and to develop competencies for success in life.

Programs

Excellent teaching has the highest priority. OLLU educates the whole person in a Christian academic atmosphere that embraces intellectual, moral, social and spiritual values. It seeks to cultivate the skills essential for individual development and critical consciousness, for lifelong learning, for exploration of ultimate philosophical and religious questions, for ethical conduct, for success in chosen professions, and for service to society.

OLLU's programs incorporate interfaith values and the rich intercultural heritage of Texas and the Southwest, and are designed to foster intellectual growth, to be responsive to individual needs and creative alternatives, and to be relevant to today's world. Community service, civic engagement, service learning, volunteerism and research, especially as supportive of instruction, are emphasized. State of the art technology is broadly used to enhance the learning environment.

Undergraduate students complete a General Education program that embodies the mission and values of the University as these are derived from the values of its sponsors, the Congregation of Divine Providence. At all of its campuses and from traditional to extended learning programs, students prepare to participate in service to their civic, national and global communities and to take responsibility for their continuing intellectual, ethical and aesthetic growth and development. Through its distribution requirements and seven Values and Skills areas throughout the curriculum, the General Education program models critical thinking and reasoning in the disciplines covered, requires students to engage actively in the learning process, infuses the values and skills of the disciplines, and focuses on skills and knowledge students will need as citizens of a 21st century democracy.

Graduate programs prepare professionals to provide leadership and make scholarly contributions to the advancement of knowledge in their fields, apply the most current information and

technology to decision making and problem solving, work collaboratively, productively and ethically in culturally diverse settings, and contribute to the mission of the University by serving the needs of their communities.

Community

OLLU is a faith-based community, promoting ecumenism, inter-religious dialogue and just communities of faith. It provides a caring, family-like environment, and is committed to collegiality, inclusiveness, involvement, mutual respect, and diversity. OLLU maintains an ongoing connection with its alumni as a key component of their continuing lifelong development. It seeks to be a significant contributor to progress in San Antonio, Houston, Dallas and all the communities it serves, and takes a leadership role in development of San Antonio's west side, the home of its main campus.

Proud of its past accomplishments and traditions, Our Lady of the Lake University is creating its future. It is inspired by trust in Providence, the promise of continuing and unwavering service, and, through its many stakeholders, the betterment of humankind, the environment and the world.

Approved by the Board of Trustees July 30, 2003

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 and Dallas in 1986 and 1994, 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 3,200 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 mascot is the armadillo. Undergraduate and graduate programs are offered on a two-semester academic calendar. Weekend Degree Programs are offered on a three-trimester academic calendar. Academic programs are organized into four colleges and schools: the College of Arts and Sciences, the School of Business, 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 Provost serves as the University's chief academic officer and is responsible for the Divisions of Academic Affairs, Enrollment Management and Student Life. Other executive officers of the University include the Vice President for Finance and Facilities, and the Vice President for Institutional Advancement.

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 Policies

Refer to the "Undergraduate Bulletin" and "Graduate Bulletin" for policies, procedures and guidelines relating to academic affairs.

Admissions Office

The Admissions Office provides assistance to traditional, transfer students, graduate and Weekend College including admissions counseling, campus tours, financial aid, housing and orientation information.

Assessment Center

The Assessment Center administers a variety of tests including the Miller Analogies Test (MAT), the College-Level Examination Program (CLEP), the Defense Activity for Nontraditional Education Support Tests (DANTES), Texas Higher Education Assessment, formerly (TASP), discipline and challenge exams, as well as various placement tests. Faculty members may make arrangements with the Assessment Center to administer regular course tests.

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 Building. Service fees may apply.

Bookstore

The University Bookstore provides all course-required materials for the San Antonio campuses as well as reference materials, insignia items, gifts, etc. Refunds are given within the first two weeks of the fall and spring semesters, the first week of the summer sessions, and the first three weekends of the weekend trimesters. Merchandise must be in original condition as when

purchased, the price sticker must be attached to the item, and the customer must have the purchase receipt.

Textbook buy-back occurs daily at the Bookstore. However, to receive the best price, textbooks should be sold during finals week or "Buy-back Days" of the current semester. During "Buy-back Days" if certain conditions are met, the Bookstore will pay up to 50 percent of the purchase price for textbooks.

For more information on refunds, buy-back days, and Bookstore general information please visit the Bookstore's web page at www.ollusa.edu.

Campus Activities

The Office of Campus Activities strives to strengthen learning experiences through co-curricular opportunities that focus on developing leadership, multicultural awareness, and programming activities that advance self-understanding and growth for the University community. The office empowers student leaders to target their leadership potential through organization engagement and participation.

Leadership programs are a major focus of the Campus Activities Office. The office serves as a resource for the University's Recognized Student Organizations (RSOs) as well as an advisor for the following leadership development organizations: the Lake Ambassadors, the Leadership Institute for Freshman Excellence (LIFE), the Student Government Association (SGA), Student Orientation Leaders (SOLs), and the University Programming Council (UPC). All students are encouraged to get involved in these initiatives and programs.

- The **Lake Ambassadors** are student leaders who maintain high academic standards, possess extensive knowledge of the institution, and assist with developing and advancing a positive University image to prospective students, benefactors and the community at large. Through the VIP Program, Ambassadors work closely with the President, Provost and key administrators to provide assistance and recommendations. In addition to hosting campus tours for prospective students and benefactors, Ambassadors assist with major University events including Spirit Day, Founders' Day, Baccalaureate Liturgy, Commencement and various recruitment and alumni initiatives.

- 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 time management.

- The **Student Government Association (SGA)** includes all University students as members. The Association consists of two bodies, the Board of Directors (executive officers) and the General Council (representatives of academic classes and student organizations). Meetings of the General Council are the student body's primary means of discussing and examining campus issues. An Open Forum is 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 committees with faculty and staff members.

- The **Student Orientation Leaders (SOLs)** assist in the planning and implementation of the orientation programs by sharing enthusiasm and information about Our Lady of the Lake University to incoming students and parents. Student Orientation Leader mentorship aids incoming students in college transition and retention.

- 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 Lakeapalooza and 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.

Campus Ministry

The Office of Campus Ministry provides opportunities for the University community to build unity from a religious perspective. OLLU is the only Catholic university in San Antonio that has a prayer period in the weekly class schedule. With a University Prayer Period and various Campus Ministry programs, the University community encounters God actively in our world. Campus Ministry strives to develop a conscience rooted in gospel values and to address issues of faith and justice. To that end, prayer groups, lectures, discussions, liturgical and worship services, retreats and social action groups are organized throughout the year. Pastoral counseling services are available, as are opportunities to learn more about the Catholic faith and religious vocations. A full range of worship experiences are offered, including Roman Catholic masses celebrated during the week, on Sundays and on feast days. Interfaith and creative prayer services are offered throughout the year. Opportunities for involvement in Campus Ministry programs include the following:

- Liturgical ministries
- Chapel choir
- Assistance with retreats, including the Dillo Awakening Retreat held each semester
- Faith formation for young adults through Confirmation programs and Bible study
- Christian men and women fellowships for students

Campus Ministry implements components of a grant funded by the Lilly Endowment, Inc. that creates opportunities for the exploration of vocation for undergraduate students. Campus Ministry seeks involvement of OLLU students for a Retreat Outreach program, a Parish Internship program and a Leadership Conference in Hispanic Ministry.

Campus Recreation

The Office of Campus Recreation provides a wide array of co-educational competitive club sports and recreational activities. The office promotes a holistic approach to leisure--satisfaction derived through direct participation. 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 fulfilling needs for relaxation and physical fitness.

- **Club sports** provide opportunities for University community members desiring a more in depth experience than is provided in intramural sports or informal recreation. Club sports blend aspects of learning new skills, practicing regularly with club members, and competing against other clubs. Club sports include basketball, flag football, soccer, volleyball and combatants classes.

- **Group fitness classes**, including step aerobics, hip-hop aerobics, kick boxing, yoga and body sculpting, are offered to the University community throughout the academic year.

- **Instructional sports clinics** are organized to introduce and demonstrate the basic elements for various sports to clinic participants.

- **Fitness programs** are offered in conjunction with the Campus Activities Office's Wellness Programs and promote health and wellness by encouraging participation in cardiovascular activities, strength training and flexibility through balance of the mind, body and spirit.

- **Outdoor adventure trips** are offered to University community members, including backpacking, hiking, canoeing, tubing and rock climbing. Trips generally involve registration fees to cover the costs of equipment, transportation and guides.

- **Informal recreation** hours are set at the UWAC for University community members to play basketball, volleyball, indoor soccer, racquetball and badminton. 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.

Career Services

Career Services provides comprehensive career counseling and offers a multitude of services available to students, faculty, staff and alumni. Services include assistance with the selection of a major or career field, gaining experience while in school (internships, volunteer and employment opportunities), securing professional employment upon graduation and thereafter, changing career fields, and selection of a graduate school and program of study. The University community may benefit from the following resources:

- Career assessments
- Individual career counseling
- Résumé/cover letter/graduate school essay writing assistance
- Interview simulation lab/mock interviews
- Online web résumé registration/electronic job and internship postings
- On-campus recruiting
- Assistance with graduate school application process and essay writing
- Fairs – Fall SACUPA Job Fair, Spring OLLU Career Fair, Fall Non-Profit and Ministry Job Fair, Spring Internship Fair and two Graduate School Fairs
- Career resource library
- Career Services website (which includes ‘What Can I Do with This Major?’ series)
- Various workshops (scholarship information, four La Llamada Internships each semester through the Career Service Office)

Center for Academic Achievement

The Center for Academic Achievement provides academic support and instructional resources to the University community. The Center develops and provides learning strategies that enhance academic success and assist students to become independent and resourceful learners. Services provided on walk-in basis include the following:

- Tutoring: Biology, chemistry, English (reading, writing and research skills), math, natural sciences, religious studies, statistics and other academic areas.
- Study Skills Workshops: Time management, improving note-taking and test-taking skills, dealing with test anxiety, learning styles, stress management, memory techniques, basic grammar and MLA/APA styles.
- College Assistance Migrant Program (CAMP): Provides full-time first year college students from migrant and/or seasonal farm worker backgrounds with comprehensive academic, financial and social support enabling them to have a successful freshman year.
- Student Disability Services: Reasonable accommodations enabling students with disabilities to participate in and benefit from all University educational programs and activities.

Center for Service-Learning and Volunteerism

The Center for Service-Learning and Volunteerism (CSLV), an academic unit of the Worden School of Social Service, promotes student success and personal development by cultivating meaningful service partnerships between students, faculty, staff and the community. 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. Linking members of the University community to the San Antonio community and beyond, 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 individuals and groups who register with the CSLV.

vOLLunteer Unity Council (VUC)

This chartered student organization organizes and promotes a variety of service projects as well as annual programs and events, including Alternative Spring Break, vOLLUnteer IMPACT university-wide service project, vOLLUnteer Fairs and large scale service events. In addition, the VUC supports campus groups who organize group service projects, University-based public awareness, and social justice initiatives.

OLLU Serves

Through this community work-study program, students serve as AmeriCorps members and work in the community with non-profit organizations, schools and public agencies targeting youth literacy and youth development. OLLU Serves is a great way to learn work skills and gain leadership experience that lasts a lifetime. Upon successful completion of the program, members are awarded a scholarship to be used for past or future educational expenses.

Service-Learning

The CSLV works with faculty, students and community partners to implement the General Education Service-Learning requirement. 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.

Center for Women in Church and Society

The Center for Women in Church and Society 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 for Women in Church and Society is a partnership between the University and the Congregation of Divine Providence.

Change of Address

All changes in students' permanent addresses, billing addresses, phone numbers and marital status should be reported to the Registrar's Office for updating.

Community Counseling Service

Community Counseling Service is the University's primary training site for graduate and doctoral counseling psychology students. Although free counseling services are provided to University 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 Education and Clinical Studies and is located at the Holy Cross Family Practice Clinic (590 N. General McMullen, Suite 3). The phone number is 210-434-1054 and appointments are scheduled Monday through Saturday. In addition, no appointment is necessary for the walk-in clinic from 10 a.m. – 1 p.m. Monday through Friday.

Computer Services

The Library, Instructional and Technology Services (LITS) manage the local area and wide area network infrastructure for OLLU San Antonio and OLLU Dallas. LITS also maintains the San Antonio campus' academic computer laboratories, the University-wide e-mail system, the student records administrative system, all campus phone services and the remote dial-in access system. LITS computer laboratories on the University's San Antonio campus include the English Computer Lab, the Grossman Computer Lab, the Information Skills Lab, the

Jersig Student Lab, the Multimedia Language Lab, the Sueltenfuss Math/Science Computer Lab, the Sueltenfuss Library Computer Lab, and the Worden School Lab. Computer labs are also supported at the Northwest campus. Additionally, the Electronic Commerce Technical Lab, the Electronic Commerce Networking Lab and the Gremillion Computer Information Systems (CIS) Labs are maintained by the School of Business. Computer labs contain Windows-based PCs equipped with the most up-to-date hardware and software available. All computers have full Internet and e-mail access, as well as Microsoft Office and other academic software. With such a variety of computer labs, there are always computers available for students to use. Most computer labs contain ADA-compliant workstations. Students requiring this service have priority for these workstations. Resident students also have access to the network from their residence hall rooms if they bring their own computers to campus.

Continuing Education

The Northwest facility provides support services to the college/schools offering many special-purpose non-credit educational opportunities in the form of conferences, seminars, short courses and workshops, varying in duration from one day to several weeks. Many such programs are professional in emphasis and are co-sponsored by agencies, institutions, businesses and organizations. Continuing Education Units (CEU) are the basic units of measurement for participation in the University's non-credit classes, courses and programs.

Counseling Services

The Office of Counseling Services (CS) provides high quality psychological services to students, faculty and staff. The main goal of CS is to provide prevention, early intervention treatment and brief therapy services within a culturally sensitive treatment approach. Our core services are provided predominately to assist students who are currently enrolled. Some of these services include: individual, couple and family counseling. Counseling services also offers group psychotherapy due to its unique advantages not available through other therapy modalities. The group formats offered by CS include: psycho-educational, support and process groups. There are times when students' needs are beyond the scope of the services offered by CS, and in this case, students are provided with consultation and referral services.

It is also important to contact the CS staff if students have mental health needs that are not mentioned here, because CS is constantly enhancing and expanding services. For example, CS now offers substance abuse and other brief assessments. CS also reaches out to students, faculty and staff by disseminating mental health information through printed materials, the mental health bulletin board, CS webpage, diverse topic presentations, workshops and round table discussions. Frequently, the CS staff consults and serves as advocates with other departments within the university and in the community where students are referred. The services that the CS provides to faculty and staff are limited to consultation, referral and outreach services.

Counseling Services employs professionals who adhere to the highest ethical standards of the profession. The services offered are confidential within legal parameters. Services are, for the most part, free of charge to students. Some services that may require fees are, but are not limited to: assessments, reports and appearances in courts. Services that require fees are based on a sliding fee scale. For more information about the CS and for upcoming events, please visit the web.

Death or Serious Illness in the Family

If a student experiences a death or serious illness in the family, the student, a friend or faculty or staff member who becomes aware of the situation should notify the Student Life Office. Notifications to the student's instructors, employers and resident assistant (if applicable) may be made in addition to notifications to others in the University community who can offer support services to the student or family. 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.

Disabilities Services (Americans with Disabilities Act)

No qualified person 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 the University. All students with disabilities are encouraged to visit the Center for Academic Achievement to indicate particular accommodations needed. Students with disabilities may ask for an Americans with Disabilities Act (ADA) accommodation form to formally request accommodations such as having classes changed from inaccessible classrooms to more accessible ones, acquiring auxiliary aids, having alternate methods of testing, and requesting the use of note-takers. Certain academic requirements, rules and regulations may be modified for students with disabilities when approved by appropriate advisors, deans and the director of the Center for Academic Achievement. Services are available to assist students who have learning disabilities, physical disabilities or temporary medical conditions. These services may include identifying and assessing needs, providing direct services and referring students to appropriate resources on and off campus. Available services include the following:

- assisting with registration
- information and assistance with ordering recorded textbooks
- arranging for special testing accommodations
- providing note-takers
- facilitating communication between faculty and students when special needs or problems arise
- assisting in the provision of auxiliary aids such as tape players, carbonless paper and other adaptive equipment

Duplication Services

The Print Shop is located in St. Ann's Building and serves the University's duplication needs. Services are also available for personal work of students, faculty and staff members. All materials to be duplicated must be camera ready. Coin operated copy machines are located in the Sueltenfuss Library.

E-mail (Network Access Accounts)

Various student services offices use OLLU e-mail as the official means of communicating with all students. This account is also required to access OLLU dial-up networking in San Antonio, to access the main campus wireless network, and to access the Library's online databases from dial-up, cable modem or DSL services to which off-campus students may subscribe on their own.

All students are assigned an e-mail network access account as part of their acceptance package. Current students who may not have an account should apply for one at the Library, Instructional and Technology Services (LITS) Help Desk or online from the LITS section of the University website.

E-mail network access accounts are free of charge and remain active for the duration of the student's enrollment at the University. Students may login to their e-mail account from most any computer with an Internet browser: any campus lab, kiosk or residence hall room, or any home, office or public computer with an Internet connection. Other basic instructions and policies are available on the LITS web pages.

While using this account, students agree to abide by the current "Statement on Acceptable Use of University Computing Resources," found later in this handbook and also on the LITS 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. See the Registrar's FERPA information web page for details.

Emergency Loans

The Kozik Memorial Fund is an emergency loan fund established in memory of Regina Ann Kozik of Downers Grove, Illinois, who died on April 11, 1975 during her senior year at the University.

The fund is financially supported by contributions from her relatives. The fund makes short-term emergency loans to currently enrolled students. Additional information on requesting loans may be obtained from the Student Life Office.

Enrollment Management

The Enrollment Management Division includes the Undergraduate, Graduate and Weekend College Admissions Offices, the Freshman Advising Center, the Assessment Center, the College Assistance Migrant Program (CAMP), the Registrar's Office, the McNair Scholars and Project Student Excellence Programs (TRIO) and the Student-University Relations Enhancement Center (SURE) that serves as an advocacy service for students who need assistance in resolving/understanding problems that perhaps cross administrative lines.

Fax Services

The University Post Office offers fax service to the University community. Faxes may be sent and received for applicable fees.

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. Application for financial aid must be done annually. 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.

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.

Applying for Financial Aid

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 February 28 priority filing deadline each year. The financial aid deadline is April 1, so early application is encouraged as awards are made on a first-come, first-served basis. Financial aid programs include grants and scholarships which do not have to be paid back, work-study which gives students the opportunity to earn wages, and loans which must be repaid with interest.

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.

Tuition Equalization Grant (TEG) Refund Policy

If a student officially withdraws for any reason during the first week of class, a refund of 70 percent of TEG will be returned to the Texas Higher Education Coordinating Board; during the second week, 60 percent; during the third week, 40 percent; during the fourth week, 20 percent; during the fifth week and thereafter, zero percent.

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 Office of Financial Aid 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.

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 210-431-6711, ext. 2299, 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.

Financial Services

Bills are paid at the Student Finance Services Office. Additionally, the Business Office disburses financial aid checks. Students may cash personal checks up to a \$25 maximum per day with a current University ID card. Penalty fees are assessed on all returned checks due to insufficient funds. An ATM is also available on campus in Main Building by the central staircase.

Payment of Expenses

All students must make financial arrangements with the Business Office at the time of validation. Payments may be made by cash, check, Master Card, Visa or Discover. All checks should be made payable to Our Lady of the Lake University. Payments may be made in person or mailed to the Business Office. Eligible veterans should contact the Veterans Coordinator in the Office of Financial Aid for assistance in completing necessary paperwork. Veterans are subject to the same payment conditions as other students. Students receiving financial aid must settle accounts as soon as financial aid checks are received. Optional electronic transfer of funds may be selected on loan applications. Three methods of meeting financial obligations are available:

- Payments in full at the time of validation. (This is the only payment plan available to international students.)

- During fall and spring semesters, 50 percent payment at the time of validation with the balance paid within 30 days of the first day of classes. During summer sessions, 50 percent payment at the time of validation with the balance paid within 15 days of the first day of classes.
- A four-installment plan (or a three-installment plan for Weekend College students) with a deferred payment fee. The first installment is paid at the time of validation. Subsequent payments are paid no later than 30 days after the previous payment.

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.

Food Services

There are five foodservice operations on campus. Sister Annie B's Dining Hall is located in the Main Building and is open seven days a week for breakfast, lunch and dinner except during semester breaks and short intervals during the summer. A wide variety of food is offered daily, including salads, grill, pizza, pasta and a main entree line with traditional favorites. Sub-Connection offers freshly made to order sandwiches and wraps and Freshens offers blended smoothies and ice cream selections. Both operations are located in the UWAC and open five days a week except during semester breaks and summer. The Essentials convenience store is located in Flores Lounge, adjacent to most of the campus housing facilities and is open six days a week and closed during semester breaks and the summer. Residents are required to purchase a meal plan, which is based on flexible meal plan options including "Dillo Dollars" for each plan. There are also plans for commuters, faculty and staff. Refer to the "Resident Student Policies and Procedures" section for additional information on food service policies.

Freshman Advisement Center

The counselors in the Freshman Advising Center meet with new freshmen to complete their first enrollment process that may include placement testing, academic advising and registration. The counselors follow each student throughout their first year to provide any assistance needed for this transition period.

Graduation Items

The University Bookstore offers the following graduation items for all graduating students:

- Academic regalia, including caps, gowns, tassels and hoods
- Class rings and pendants, including the University's traditional "hour glass" ring
- Graduation announcements

The class rings and announcements are available exclusively through the University Bookstore and the Graduation Center. Graduating students may choose to make arrangements through an independent stationer, but custom announcements may not duplicate the University's seal nor may they extend the invitation on behalf of the University's faculty and trustees. During the semester you are due to graduate, you will receive a letter stating where and when to order and pick up your announcements and regalia. Class rings may be ordered during business hours at the University Bookstore and at the Graduation Center.

Health Services

The mission of the Office of Health Services is to provide quality health care, to assist in the maintenance of health, 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 students, faculty and staff. It is located in the UWAC, Room 112. A Family Nurse Practitioner is available to treat acute illnesses and monitor stable chronic illnesses. 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:

- Treatment for acute illness and monitoring of stable chronic illness
- First aid for minor injuries

- Nebulizer treatments for acute asthmatic illness
- Physical exams
- Gynecological exams including pap smears and clinical breast exams
- Sexually transmitted disease screening and treatment
- Blood pressure monitoring/diabetes screening
- Lab work/immunizations
- Prescriptions when determined necessary by the Nurse Practitioner
- Self-help medications/weight scale
- Health promotion/disease prevention information via brochure and Health Vibes programs
- Health counseling/nutrition and diet counseling
- Referrals to outside providers when necessary
- Liaison between student and student health insurance when needed

Help Desk

The Help Desk is the primary point of contact for computer use at Our Lady of the Lake University. The Help Desk supports the computing needs of OLLU faculty, staff and students. The Help Desk provides assistance in the use of e-mail, World Wide Web, operating systems, applications, network connections, disk recovery, file translation and virus eradication.

Identification Cards

All University students must obtain and carry with them at all times 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 sanction. ID cards are issued during registration periods and are distributed free of charge to all students. Weekend College students receive ID cards during Weekend College Orientation. A fee will be charged to replace lost ID cards.

Immunization

All students choosing to live in the University's residence halls must have completed the Residence Life form documenting health history, immunization history and current health insurance information prior to moving into the residence halls. The form details immunization requirements for all resident students, including measles, mumps and rubella; tetanus/diphtheria and polio. All international students must provide documentation of a Mantoux skin test for tuberculosis within the past year and, if a positive test, a chest x-ray prior to enrolling for any courses at the University. The Centers for Disease Control recommends all college-aged people receive a second immunization against measles. This precaution is especially important for those students living in the residence halls. Contact the Health Services Office for additional information on immunization.

Insurance (Medical)

All students choosing to live in the University's residence halls must submit proof of medical insurance to the Residence Life Office prior to moving in. Additionally, all international students (whether living on or off campus) are required to be covered by a Student Health Insurance Plan. The Our Lady of the Lake University Student Health Insurance Plan is required for resident students who do not already have a health insurance plan. However, for resident and international students who have equivalent insurance coverage, proof of health insurance must be submitted to the Office of Residence Life and/or to the Kliesen International Center. Contact the Residence Life Office or the Health Services Office for additional information on the OLLU Student Health Insurance Plan. Contact the Kliesen International Center for specific documentation required of international students pertaining to health insurance.

International Folk Culture Center (IFCC)

The International Folk Culture Center (IFCC) is a non-profit organization managed by a Board of Directors independent of the University. Housed on the University's San Antonio campus, the

IFCC offers recreational international folk dancing and related music activities. Seminars, workshops and other opportunities are available to foster international friendship and understanding through sharing of dance, music and culture. The IFCC ballroom is available for student activities.

International Student Services

The Kliesen International and Cultural Center, named in honor of Sr. Clara Kliesen, CDP (founder of the University's English as a Foreign Language Program), serves as the focal point for the international/global/intercultural activities on campus. The center provides opportunities for OLLU students to study abroad and thus contribute to their learning to function effectively in a global society. The Kliesen International Center recruits, processes and advocates for all non-immigrant international students: Intensive English (IE), undergraduate, graduate and doctoral. The IE program is primarily for international students and other non-native English speakers who wish to improve their English proficiency prior to continuing their education in the United States. The Kliesen International Center sponsors the International Club, which is open to all students at OLLU.

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. Library service points, 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 out 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 and an information skills lab, which also serve as both classrooms and open student labs, and a late night study area that includes a computer lab.

Lockers

Academic Locker Rentals

The Campus Activities Office rents academic lockers. All academic lockers are located in Metz Hall and may be rented for applicable fees on a yearly or semester basis.

Athletic Locker Rentals

The Campus Recreation Office rents athletic lockers. All athletic lockers are located in the University Wellness and Activities Center (UWAC) and may be rented for applicable fees on a yearly or semester basis.

Lost and Found

Lost and found items are kept with University Police. 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 University's San Antonio campus to serve as social and academic gathering places. The University Wellness and Activities Center's (UWAC) Great Hall serves as the University's "living room." The Great Hall contains a lounge area, game table area and seating for meals and snacks. Additional student lounges and study areas are located in the Elliott House, the Jersig Center, Moye Hall, Metz Hall, Sueltenfuss Library and the Worden School, as well as all residence halls.

Mail Services

The University Post Office receives and distributes mail throughout the University's San Antonio campus. Although the University Post Office is not part of the U.S. Postal Service, some federal postal services such as postage stamp sales, parcel post and certified, insured and registered mail are available. Fax service is also offered. Campus mailboxes for resident students are located in Centennial, Flores, Providence and St. Ann's Halls. At the end of each semester, forwarding addresses should be left at the University Post Office. Campus mailboxes are not available for commuter students.

Orientation Programs

Orientation programs are offered to new freshmen and transfer students as well as new undergraduate Weekend College students. 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. New freshmen students in the University's traditional program benefit from the Student Orientation Leader mentorship which aids in college transition and retention. The Campus Activities Office coordinates orientation programs for new freshmen and transfer students in the University's traditional program. The Academic Support Center coordinates orientation programs for new undergraduate students in the University's Weekend College.

Parking

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 motor vehicles parked on University premises must be registered with University Police and have a valid parking decal. Students should register vehicles at the time of course registration. Faculty and staff members should register vehicles at the time of initial employment. Vehicles owned by faculty and staff members, but primarily driven by a student must be registered in the student's name. In order to register a vehicle, an operator must present a current driver's license, proof of insurance and Business Office approval (Validation papers).
- University community members may purchase additional decals upon the condition that only one vehicle be parked on campus at any given time.
- Visitor parking passes and temporary parking decals are available from University Police, as designated by the Chief of Police.
- Parking is prohibited in spaces designated for people with disabilities unless vehicles display state disabled parking decals.
- 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 Lots G and F.
- Fees for annual, additional and replacement parking decals are payable to University Police.

Citations

Drivers receiving five or more citations during the course of a semester will be subject to review of their parking privileges. Failure to display parking decals is subject to sanctions, including

booting. Citation appeals are accepted only within 14 days of the citation date. Non-operable vehicles remaining on campus for over 72 hours will be considered abandoned and towed away at the owner's expense and risk unless previous arrangements have been made with University Police.

Public Safety

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.

Registrar's Office

The Registrar's Office 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; grade changes; evaluating and posting credit from other postsecondary institutions, CLEP, DANTES, MLA, life/work experience; posting/verifying faculty grades; processing requests to take courses at other institutions, enrollment verifications, grade verifications and transcripts. From information submitted by the academic departments, the Registrar's Office compiles fall, spring and summer schedules and assigns classrooms. In preparation for each graduation, the Registrar's Office reviews and verifies that each candidate has completed the requirements for their degree and orders diplomas. The undergraduate and graduate bulletins are maintained by this office.

Religious Vocations for Women

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.

Residence Life

The Office of Residence Life provides a physical and psychological 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 Freshman Convocation, Mass of the Holy Spirit, Founders' Day Mass, Candlelight, Baccalaureate Liturgy, Graduate Liturgy, Christmas Midnight Mass, Ash Wednesday Mass, Feast Day of Fr. John Martin Moye, and the Anniversary of the Chapel's Consecration. Contact the Campus Ministry Office for additional information on liturgies, worship services and usage of the chapel.

Student Employment

The Student Employment Office assists undergraduate and all international students with finding part-time employment on campus under the Student Employment and Work-Study programs. The office aids students in their job searches, provides additional financial counseling to students on a payment plan, and mediates any situations or concerns student employees may have during employment at the University. Job opportunities are posted on the office's job line, University website, University e-mail system and campus bulletin boards.

Student Life

The Division of Student Life is responsible for the overall development and coordination of a comprehensive student services program emphasizing spiritual growth, intellectual stimulation, moral responsibility, social interaction, personal development, cultural awareness, community service and commitment to healthy living. The Student Life Office coordinates the Student Leadership Banquet and Commencement Ceremonies, as well as the selection of students for several honors organizations. Offices within the Division of Student Life include Campus Activities, Campus Ministry, Career Services, Counseling Services, Health Services, Campus Recreation and Residence Life.

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 submissions of poetry, prose, artwork and photographs for publication. Poetry and prose are accepted in both English and Spanish or other languages as long as translations are provided.

Study Abroad

The Kliesen International and Cultural Center maintains a library of information of study abroad opportunities for OLLU students and assists students who wish to study abroad.

Speech and Hearing Therapy

University students with suspected speech and hearing disorders may receive an evaluation and therapy at the Harry Jersig Center, named in honor of University benefactor Harry Jersig. Services are provided by graduate communication disorders practicum students under the direct supervision of professional staff. Full-time students are eligible for partial financial adjustment of fees charged for services by applying at the Jersig Center administration office prior to their appointments.

SURE (Student-University Relations Enhancement) Center

The SURE Center, located on the second floor of the Walter Student Service Center, assists students in resolving problems that perhaps cross administrative lines. Usually within 24 hours after a written report has been taken, students are provided with ways to correct the problem, referred to someone who will assist, or given an explanation of the procedure/process. The SURE Center serves as an advocate for students.

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 two such programs. Project Student Excellence (PSE) aims to increase retention and persistence rates of both first generation students and students with physical and learning disabilities. PSE offers academic advisement and study skills workshops to selected students. The 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 committees and councils. Two committees with student, faculty and staff voting membership are responsible for establishing policies in the areas of Student Life and Academic Affairs. Four other committees (Enrollment Management, Faculty Welfare, Finance and Facilities, and Institutional Advancement) are advisory in nature. Various ad hoc councils assist in implementing policies determined by these committees. The University President appoints committee and council members, generally upon recommendation of the administrative officer responsible for the area in which the council functions. Student involvement in University governance begins with participation in the Student Government Association.

In general, the function of these councils is advisory only, with duties delineated by members of the administration to whom they report. Most of these councils elect their own chairpersons and work cooperatively with corresponding committees charged with policy formation. For some councils, all members hold office ex-officio. For others, members are appointed or elected. Examples of these include the Graduate Council, Learning Resources Council, Teacher Education Coordinating Council, Promotion and Tenure Council, Research and Professional Development Council, Technology Council and Academic Computing Council.

University Master Calendar

The University Master Calendar (UMC) is OLLU's official online source of event information. With over 40 departmental calendars to choose from, the UMC is an essential communication tool that provides a fast and efficient way of finding out what is happening on campus. Faculty, staff, and students can access information about meetings, workshops, fundraisers, registration deadlines, concerts, plays, sporting events, pay dates, etc. UMC users are able to customize the calendar and view only information that is helpful to them. By subscribing to the calendar, users can elect to receive e-mail reminders about events before they take place. The UMC is accessible from any computer on campus by visiting (webevent.ollusa.edu). To find out more information, or to receive training on how to use the UMC, contact Michael Avila at 434-6711, ext. 2148.

University Wellness and Activities Center (UWAC)

The University Wellness and Activities Center (UWAC) provides a centralized location for student activities and events. UWAC programs and services address the six dimensions of wellness: physical, emotional, spiritual, intellectual, social and occupational. The UWAC houses several student services offices, including the Campus Activities Office, the Career Services Office, the Health Services Office, the Campus Recreation Office, the Student Leadership Office (SGA, LIFE, UPC and RSO workspace), and the Lake Front student newspaper office. Recreational facilities include an aerobics room, cardio theater, gymnasium, weight room, racquetball court and an indoor track. Other student areas include the Great Hall student lounge, Sub Connection, Freshens, conference rooms and Welcome Center snack items and recreational equipment check-out. The UWAC is managed and operated by the Campus Activities Office. 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.

Weekend College Programs

Weekend College (WEC) Programs are a scheduling alternative for students unable to attend regularly scheduled day or evening classes. Weekend College students can earn the hours needed for an undergraduate or graduate degree by attending weekend or evening classes offered during three trimesters a year. Since the number of classroom contact hours is less than that of traditional classes, these programs are a highly concentrated learning experience intended for students who are capable of a high level of independent study and learning. WEC currently offers weekend courses on the main campus as well as at satellite locations in Houston. Evening courses are offered through the WEC at our northwest location in San Antonio. For information on student services available on the satellite campuses, contact the respective administrative offices. The Academic Support Center provides academic advising and registration processing for all students in the WEC programs in San Antonio. Services provided include the following:

- New Student Orientations for both weekend and evening students
- Academic advising for students via e-mail, phone, fax or by appointment
- Registration for courses offered under the trimester format
- Cross-registration for WEC students in the University's traditional programs
- Academic skills development
- Information on the Prior Learning Assessment Program

Student Organization Policies and Procedures

Introduction

Participation in student organizations is an integral part of the University's commitment to educating the total person. The University's student organizations offer participants the opportunity to meet new people, explore special interests, develop leadership skills, translate classroom knowledge and theories to practical application, and positively enhance the University community.

Chartered Student Organizations

Chartered Student Organizations are groups sponsored under the umbrella of a University department and are directly funded by University funds. As of fall 2004, the following organizations were chartered by the University. Listed in parenthesis are the organizations' departmental sponsors.

- Club Sports (Campus Recreation)
- Inter-Residence Hall Association (Residence Life)
- Lake Ambassadors (Campus Activities)
- Leadership Institute for Freshman Excellence (Campus Activities)
- Student Alumni Organization (Alumni Office)
- Student Orientation Leaders (Campus Activities)
- Student Government Association (Campus Activities)
- University Programming Council (Campus Activities)
- vOLLUnteer Unity Council (Center for Service-Learning and Volunteerism)

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 Campus Activities Office. The University's RSOs 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 cultural, recreational, religious and service organizations. Through participation in the Student Government Association and initiatives such as the "RSO Handbook," the RSO President/Officer Workshop, Advisor Dialogue, Club Rush, Leadership Summit and various speakers on leadership, the Campus Activities Office works to increase the leadership development of RSO officers and members. For a complete list of RSOs, contact the Campus Activities Office.

Emerging Student Organizations

Emerging Student Organizations are groups that are actively pursuing official University recognition through the Campus Activities Office. Groups are classified as emerging upon submission of completed "Emerging Student Organization Interest Forms" to the Campus Activities Office.

Unrecognized Student Organizations

Unrecognized Student Organizations are groups that do not seek official University recognition or seek such recognition but are denied, and still operate on the University's campus in violation of the "Policy for Recognition of Student Organizations."

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 and whose practices are consistent with University goals, values and policies. A student organization shall be defined as "a group of Our Lady of the Lake University 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 Inter-fraternity Council or National Pan-Hellenic 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.

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 that 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. Additionally, members of unrecognized groups may not promote the goals, purposes, identity or activities of those groups.

As a group composed of representatives from Recognized Student Organizations, the Student Government Association will review all applications from groups seeking recognition and will forward recommendations to the Director of Campus Activities and to the Associate Provost of Student Services.

Guidelines for Emerging Student Organizations

Student organizations pursuing official recognition are classified as "Emerging Student Organizations." To register as an Emerging Student Organization, a representative of the

proposed organization must submit an "Emerging Student Organization Interest Form" to the Campus Activities Office. With approval thereof, the following guidelines apply:

1. An Emerging Student Organization will not use the University's name or services, nor shall it sponsor or publicize any events, including fundraisers, until it has received official recognition.
2. An Emerging Student Organization may not receive or solicit funds from any University department, office or organization, nor from any off-campus donors.
3. To help Emerging Student Organizations become organized and recruit members, the following privileges will be extended. Any other special considerations will be authorized at the discretion of the Director of Campus Activities.
 - a. To conduct a maximum of three informational meetings
 - b. To post notices approved by the Campus Activities Office for informational meetings
 - c. To attend Club Rush if the organization is designated as "emerging"
4. An Emerging Student Organization may exercise these privileges only while actively pursuing official recognition. An Emerging Student Organization violating this policy will jeopardize its prospects for official recognition.
5. A maximum six-month time limit for the recognition process applies, beginning with the date of submission of the "Emerging Student Organization Interest Form."

Process for Recognition of Student Organizations

Emerging Student Organizations must submit the "Intent to Organize Packet" to the Director of Campus Activities within the 30 days following submission of the "Emerging Student Organization Interest Form." Requests from Emerging Student Organizations will be considered only once per organization per academic year. The "Intent to Organize Packet" includes the following credentials:

1. An "Intent to Organize Form," including signatures indicating acceptance of the University's standards for recognition
2. An "Officer and Advisor Contact List"
3. A "Roster" of a minimum of 15 members with Social Security or ID numbers
4. A "Proposed Schedule of Events" with names, descriptions and dates of proposed events
5. A constitution and by-laws that include the following provisions:
 - a. The preamble, statement of purpose or mission statement must be consistent with the University's mission, goals, values and policies
 - b. Members must maintain a minimum 2.0 cumulative grade point average throughout their membership
 - c. Officers must maintain a minimum 2.3 cumulative grade point average throughout their term
 - d. Membership criteria must not discriminate on the basis of religion, creed, physical ability, gender, nationality, race, sexual orientation or political affiliation
 - e. Membership criteria for non-University students, if applicable, must include a method of monitoring such members' compliance with University policies and procedures. Additionally, a provision limiting non-University student membership to a maximum of one-tenth (1/10) of the total membership of the organization must be included. All non-University members must be non-voting members of the organization.
6. A constitution and by-laws of local, state, national and international organizations, if so affiliated
7. A typed cover letter from the organization's president petitioning for University recognition
8. A typed letter of support from the organization's advisor supporting University recognition for the organization

The sequence for Emerging Student Organizations to become officially recognized involves the following steps:

1. The organization submits a completed "Intent to Organize Packet" to the Director of Campus Activities

2. The Director of Campus Activities forwards the "Intent to Organize Packet" to the Vice President of the Student Government Association for review by the Student Organization Committee

3. Following review by the Student Organization Committee, the Vice President of the Student Government Association forwards the "Intent to Organize Packet," along with the Committee's recommendation for or against recognition, to the Director of Campus Activities

4. Following review, the Director of Campus Activities forwards the "Intent to Organize Packet," along with the Director's recommendation for or against recognition, to the Associate Provost of Student Services

5. The Associate Provost of Student Services grants or denies official recognition to the organization based on recommendations from the Student Government Association and the Director of Campus Activities as well as the organization's compliance with the University's mission, goals, values and policies

6. The Director of Campus Activities will notify the organization's president, or chief executive officer, and advisor of its status

Rights and Responsibilities of Recognized Student Organizations

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 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 Campus Activities and the Associate Provost of Student Services.

Rights of Recognized Student Organizations

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

- To use University facilities, resources and services
- To use the University's name in the RSO's 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 with approval of the Director of Campus Activities, and to request budget allocations from the Campus Activities Office
- To appropriately use the University mailing address, phone system, e-mail system, website, seal, logo and name
- To be listed in relevant University publications

Responsibilities of Recognized Student Organizations

Upon receiving and maintaining recognition, the University requires that RSOs 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, 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 Recognized Student Organizations

Recognition Renewal Process

Each fall semester, the following requirements apply to all RSOs 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 Social Security or ID numbers
 - c. A current constitution and by-laws (and local, state, national or international constitution and by-laws, if applicable)
 - d. A "Restricted Account Authorization Form"
 - e. A "Notification of Honor Society Participation in the Student Government Association" (for honor societies only)
2. Attend President/Officer Workshop and the Advisor Dialogue to orient both new and returning RSO presidents, officers and advisors on the policies, expectations and services of the Campus Activities Office

General Requirements

During the academic year, the following requirements apply:

1. Changes in officers and advisors after the deadline for "Recognition Renewal Packets" must be submitted in writing to the Director of Campus Activities within one week of the change.
2. All RSO officers must maintain a minimum 2.3 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 2.0 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 RSOs must maintain a minimum of 10 members. RSOs with fewer members will be placed on probation for one academic year. If membership does not reach a minimum of 10 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.
5. All RSOs must submit a "Spring Semester Officer Update Form" by the applicable deadline. Failure to do so will result in loss of official recognition.
6. All RSOs must submit a "Summer Contact Form" by the applicable deadline. Failure to do so will result in loss of official recognition.
7. All RSOs 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.
8. All RSOs must secure authorization for fundraising projects from the Campus Activities Office. "Fundraising Project Authorization Forms" must be submitted no later than 14 days prior to the proposed project for consideration.
9. 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.
10. All RSOs may request funds for specific events, programs or equipment from the Campus Activities Office. "Reserve Fund Petition Forms" must be submitted no later than 14 days prior to the proposed event, program or equipment purchase for consideration.

11. All RSOs may request funds for the academic year from the Campus Activities Office. "Budget Allocation Packets" must be submitted to the Campus Activities Office by the applicable deadline for consideration.

12. All RSOs may nominate themselves or other RSOs for Leadership Awards from the Campus Activities Office. "Leadership Award Nomination Packets" must be submitted to the Campus Activities Office by the applicable deadline for consideration.

13. All RSOs, except honor societies whose sole function is the induction of members, must appoint representatives to serve on the General Council of the Student Government Association.

14. 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.

Advisors

All RSOs 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 Associate Provost of Student Services and, in cases of academic groups, the appropriate academic dean.

1. **Responsibilities of Advisors** - RSO advisors provide valuable support, guidance, encouragement and motivation to organizations. While most benefits advisors receive are intangible, the University and the RSO maintain the right to expect advisors will minimally fulfill the following responsibilities:

- a. To model ethical leadership practices to RSO officers and members
- b. To be cognizant of University and RSO policies and procedures
- c. To ensure the RSO complies with applicable University policies and civil law, including the University's "Policy on Hazing"
- d. To provide assistance to the RSO 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 officers and members meet minimum academic and disciplinary requirements
- f. To attend RSO meetings and events as possible and be familiar with the RSO's activities
- g. To attend the RSO Advisor Dialogue and other information sessions

2. **Changes in Advisors** - Should a change in status occur, the RSO's president must notify the Director of Campus Activities 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 Campus Activities may assist in identifying a new advisor, the RSO is responsible ultimately for obtaining a new advisor. No organization will be permitted to continue on active status for longer than four weeks without an approved advisor.

Service Organizations

Service organizations are required to work directly with the Center for Service-Learning and Volunteerism in order for the Assistant Director of the Center for Service-Learning and Volunteerism to oversee and monitor the activities of these organizations. To facilitate this relationship and to ensure that service organizations are addressing community needs, the following guidelines apply:

1. The organization's president and service chair will schedule and keep three appointments per semester with the Assistant Director of the Center for Service-Learning and Volunteerism and Service Chair.
2. 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. The organization will organize for its active members three group service projects per semester.
4. The organization's active members will complete at least 12 of their 30 service hours, as required by the organization's national or international chapter, in a long-term service

commitment. This is subject to change each academic year, so please contact the CSLV for any updates.

5. The organization will identify an active member to serve in a leadership position on the vOLLUnteer Unity Council.

6. The organization will organize a team of active members to participate in vOLLUnteer IMPACT each semester.

Guidelines for Recognized Student Organizations

RSOs are expected to comply with all University policies and procedures when sponsoring events and programs held both on and off campus. Such events and programs must be consistent with the University's mission, goals, values and policies. Whether on or off campus, RSO members are representatives of the University and are expected to act in a mature and responsible manner. As such, individual members, advisors or RSOs as a whole may be subject to disciplinary sanction by the Campus Activities Office for inappropriate behavior. Additionally, any damages caused by an RSO or its members will be charged to the RSO and the members' own pockets, as applicable. Refer to the "Sanctions for Recognized Student Organizations" section for additional information.

Accommodations for People with Disabilities

Accommodations for people with disabilities (e.g. sign language interpreters, additional wheelchair-accessible ramps, adequate seating for people in wheelchairs and their companions) must be made within adequate time. Such arrangements often require contracting with off campus vendors or service providers. RSOs are responsible for making all such arrangements and paying all applicable charges.

Alcohol Consumption and Distribution

The consumption and distribution of alcohol at RSO events must comply with the University's "Policy on Alcohol Distribution" and with applicable civil laws. RSOs intending to serve or distribute alcohol must submit "Alcohol Distribution Forms" to the Director of Campus Activities a minimum of three weeks prior to the proposed event in order to review specific alcohol policies. Failure to comply may result in disciplinary sanction. Refer to the "Policy on Alcohol Distribution" section for additional information.

Amplified Sound

RSOs are responsible for controlling the volume of noise and amplified sound to a level not exceeding the immediate boundaries of the area in which an event is held. Events occurring during class periods must not interfere with instruction. Normally, social or performance events are prohibited during regularly scheduled class periods.

Budget Allocation Process

The Student Government Association's Budget Allocation Committee makes recommendations to the Director of Campus Activities on funding for RSOs. The Budget Allocation Committee will evaluate all areas of RSO spending, current and proposed. Variables such as the RSO's number of active members, financial independence and overall benefit to the University community will be considered. The Budget Allocation Committee reserves the right to refuse funding for specific projects, events and equipment that may be inconsistent with the University's mission, goals, values and policies. Funding may also be denied for the projects, events and equipment of RSOs duplicating the efforts of other organizations. The following serve as a guideline in the budget allocation process for RSOs. The Budget Allocation Committee may make suggestions to override any portion of these on an individual basis. At the Director of Campus Activities' discretion, such suggestions may be enacted or vetoed.

1. Only student organizations officially recognized by the Associate Provost of Student Services (Recognized Student Organizations) are eligible to participate in the Budget Allocation Process; participation, however, is voluntary.

2. Only those RSOs that have submitted completed "Registration Renewal Packets" as well as completed "Spring Semester Officer Update Forms" by applicable deadlines are eligible to participate in the Budget Allocation Process.

3. Incomplete "Budget Allocation Packets" and those submitted after applicable deadlines will not be accepted or considered.

4. RSOs are strongly encouraged to participate in fundraising projects to generate their own funds as well as secure funds from other sources. The Committee considers the RSO's commitment to fundraising when allocating.

5. RSOs are strongly encouraged to participate in service projects, including special initiatives of the Center for Service-Learning and Volunteerism. The Committee considers the RSO's contribution to the community when allocating.

6. RSOs are strongly encouraged to participate in the leadership development and community building initiatives of the Campus Activities Office and the Student Government Association. The Committee considers such participation when allocating.

Community Events

For social events open to off-campus guests, RSO representatives must make appointments with the Director of Campus Activities for event approval a minimum of 10 days prior to the event. The RSO should make every effort to have its advisor present at these meetings. RSO representatives should be prepared to discuss proposed dates, times, locations, food and beverages to be served, admission fees, procedures for clean-up, methods of fee payments (if applicable), and risk management plans. Events open to off-campus guests may require University Police assistance.

Extended Membership Recruitment

The Campus Activities Office requires all RSOs that conduct extended membership recruitment processes to submit completed "Extended Membership Recruitment Packets" each semester such recruitment occurs. Completed packets are due by the third Friday of classes during both the fall and spring semesters. For RSOs whose recruitment process begins prior to this deadline, completed packets are due no later than seven days prior to the beginning of recruitment. RSOs failing to submit completed packets will be prohibited from recruiting members for a minimum of one semester or until such time as determined by the Director of Campus Activities, or a designate. Local, state, national and international affiliates, if applicable, will be notified as well.

Facility Reservations

RSOs may reserve University facilities using applicable reservation forms. Facilities are generally available on a first-come, first-served basis. RSOs are responsible for all damages to reserved facilities and equipment. Such damages may result in the RSO's loss of facility reservation privileges until such time as determined by Communications and Marketing.

Food Service

Sponsors of University events using University facilities and requiring food and/or beverage services must contact the University's Food Services Office for an initial estimate. If an off-campus caterer quotes a lower price for a comparable meal and service, the University Food Service Office must be afforded the opportunity to match the quoted price and keep the catering contract on campus. In the event that off-campus caterers are used, under no circumstances will the kitchen-dining room facilities or equipment be available for use by individuals or organizations.

Fundraising Projects

All RSOs must secure authorization for fundraising projects, both on and off campus, from the Campus Activities Office. "Fundraising Project Authorization Forms" must be submitted no later than 14 days prior to the proposed project for consideration. Authorization and scheduling decisions will be made by the Director of Campus Activities, or a designate, using the following guidelines:

1. Fundraising activities must not conflict with the educational purpose of the University.

2. Fundraising activities must not conflict with a fundraising activity having prior approval. In order to maximize fundraising sales for all RSOs, the Campus Activities Office will approve only one fundraising project per item per day (e.g. one food sale, one merchandise sale and one drawing ticket sale per day).

3. Funds derived from fundraising activities must be used to further the purpose, intent and mission of the RSO and the mission, values and goals of the University.

4. Door-to-door solicitation in the residence halls is prohibited.

5. Raffles are prohibited. RSOs are permitted to conduct "drawings" using tickets marked with "suggested donations," pursuant to the Texas Charitable Raffle Enabling Act (Article 179f).

Hazing

Education programs for students just beginning to affiliate with RSOs, referred to as "new members," should foster personal growth and orient new members to the mission and purpose of the RSO. Throughout the education program, new members maintain certain inherent rights. In order to protect those rights, the University prohibits any activity included in the new member education program that may be considered hazing. RSOs found guilty of hazing will face suspension or loss of recognition. Among other sanctions, individuals will face possible probation, suspension or expulsion from the University. Additionally, individuals and organizations engaging in hazing may be subject to fines and charged with criminal offenses. According to the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157), an individual commits a hazing offense by not only engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the Associate Provost of Student Services firsthand knowledge that a hazing offense is planned or has occurred. The fact that an individual consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing. Refer to the "Policy on Hazing" section for additional information.

Lectures and Performance Events

For speaking engagements and performance events, RSO representatives must make appointments with the Director of Campus Activities for event approval a minimum of 10 days prior to the event. The RSO should make every effort to have its advisor present at these meetings. RSO representatives should be prepared to discuss proposed dates, times, locations, food and beverages to be served, admission fees, procedures for clean-up, methods of fee payments (if applicable) and risk management plans. RSOs are responsible for ensuring that speakers and entertainers comply with the University's mission, goals and values. Speakers and entertainers must acknowledge that the University is a private, Catholic institution that promotes certain communal morals and values. The University expects speakers, entertainers and their agents to use appropriate behavior and language during speaking engagements and performance events. Particularly, speakers, entertainers and their agents will refrain from references to abortion, abuse of alcohol and illegal or controlled substances, birth control, euthanasia and sexual intercourse that are inconsistent with Catholic doctrine. Language and behavior that is insensitive to racial diversity and sexual orientation is intolerable. Events open to off-campus guests may require University Police assistance.

Private Parties

While the University cannot legally restrict privately organized parties at off-campus locations where alcohol will be available, RSOs are advised that such parties may not be advertised by written, verbal or electronic means as "official" RSO events. Such parties must not have direct connections to the RSO and cannot be promoted as such, verbally, electronically or in writing. An event is considered "official" when one or more of the following criteria apply:

1. The event was planned in a meeting of the RSO

2. The context of the event (e.g. the presence of the RSO's officers, the presence of a significant proportion of the RSO's members, publicity identifying the event) indicates that the event was the product of the RSO, per se

Prohibited Dates for Events

RSOs are prohibited from sponsoring events during the week preceding final exams or during final exams week. This policy may be waived at the discretion of the Director of Campus Activities, or a designate. The Campus Activities Office reserves the right to limit approved event dates and to cancel events scheduled during these periods.

Publicity

All publicity (e.g. posters, flyers, table tents) must be approved by the Campus Activities Office before distribution. Such approved publicity may be posted only in designated areas. Failure to comply will result in removal of posted items and loss of advertising privileges until such time as determined by the Director of Campus Activities. Refer to the "Policy on Posting" section for additional information.

Real Estate

RSOs are prohibited from owning, leasing and renting real estate. RSOs failing to comply risk sanction from the University, including immediate loss of recognition. The University reserves the right to pursue legal action against individual members, officers and advisors, as well as RSOs as a whole and their local, state, national and international affiliates, if applicable.

Rain Sites

For all events scheduled outdoors, RSOs should reserve an indoor rain site with comparable crowd capacity. The Campus Activities Office and Physical Plant Office should be notified with adequate time to alter locations and set-up requests due to inclement weather.

Service Projects

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. Authorization will be made by the Assistant Director of Service-Learning and Volunteerism, or a designate, using the following guidelines:

- Service projects should partner with a nonprofit or public agency
- Service projects must have clear purposes
- Service projects must provide learning opportunities
- Service projects must include actions that raise social awareness
- Service projects must take place in safe environments
- Service projects must address community needs
- Service projects must be consistent with the University's mission and Catholic teachings
- Service projects must include reflection activities
- Volunteers must not be used to replace paid staff

CSOs/RSOs are encouraged to attend bi-monthly vOLLunteer Unity Council meetings. These meetings provide information about possible service projects, community needs and opportunities for group collaboration.

Student Organization Reserve Fund

The Student Organization Reserve Fund exists to provide additional funding to RSOs with expenditures exceeding their budgetary resources. The Student Organization Reserve Fund also provides funding for new student organizations receiving official recognition after the budget allocation process. All RSOs may request funds for specific events, programs or equipment. "Reserve Fund Petition Forms" must be submitted to the Campus Activities Office no later than 14 days prior to the proposed event, program or equipment purchase for consideration.

Travel

Only RSO members who have submitted complete "Field Trip/Retreat Release Forms" will be permitted to travel with the RSO to off-campus destinations. Forms are available in the Campus Activities Office. RSO members traveling on RSO activities are considered representatives of the University and are expected to behave accordingly. Any accidents, injuries or incidents occurring while traveling must be reported immediately to the Director of Campus Activities. If the RSO's

advisor is not traveling with the organization, a travel plan should be filed by the RSO's officers with the advisor prior to departure. This plan should include the following information:

- Name, address and phone number of driver (if applicable)
- Name, address and phone number of destination
- Flight, bus or train reservation numbers (if applicable)
- Dates and times of departure, arrival and return
- List of RSO members participating in the event
- Proposed travel route, if traveling via automobile or bus (e.g. IH-35 to New Braunfels) If

the RSO's advisor is traveling with the organization, a travel plan should be filed with the Director of Campus Activities prior to departure. The travel plan should include the same information detailed above.

Vehicle Reservations

RSOs may reserve University vehicles using applicable reservation forms. Full-time University employees 25 years of age or older are eligible to drive University vehicles. Vehicles are generally available on a first-come, first-served basis. RSOs are responsible for all damages to reserved vehicles. Any negligence while using University vehicles will result in the immediate suspension of RSO reservation privileges until such time as determined by the Director of Campus Activities, or a designate. In addition, the RSO's official recognition will be jeopardized and other sanctions may apply. Refer to the "Procedure for Vehicle Reservations" section for additional information.

Sanctions for Recognized Student Organizations

RSOs must comply with all local, state and federal laws, as well as all University policies and procedures. Officers and advisors of RSOs are held responsible for the RSO's activities in the event that the RSO violates University policies and civil laws. Any student, faculty or staff member, or other student organization may file charges against an RSO. The following sanctions may be imposed upon RSOs by the Director of Campus Activities, 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, specifying that 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 Campus Activities, 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. If membership does not reach a minimum of 10 after the probation period, the RSO will lose its official recognition.

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 e-mail systems, and usage of other support services.

5. **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 Campus Activities, or a designate.

6. **Withdrawal of Recognition** - Complete revocation of recognition and all privileges thereof. The Director of Campus Activities will secure the approval of the Associate Provost of Student Services when imposing this sanction.

University Policies, Procedures, Statements and Guidelines

Policy on Alcohol Distribution

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 beverage 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 Director of Campus Activities. 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 is 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 Campus Activities Office.
2. Individuals or organizations must contact the Director of Campus Activities 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.
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 Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 12:30 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 Associate Provost of Student Services, 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 Director of Physical Plant must approve the amount of coverage. The University's insurance carrier does not cover the sale and distribution of alcoholic beverages, or injuries or harm resulting thereof.
7. Events open to the University community and/or general public must provide a designated space (beer garden) with only one entrance and exit for consumption of alcohol. Only

those aged 21 and older are permitted in the designated beer garden during the sale and distribution of alcohol. No alcohol is permitted outside the designated beer garden.

8. 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.

9. 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.

10. Non-alcoholic beverages must be available for the duration of alcohol sales and distribution.

11. Food of sufficient quantity and appropriate type must be available for the duration of alcohol sales and distribution.

12. 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.

13. Alcohol must not be provided as awards or rewards for individuals and organizations.

14. 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.

15. 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.

16. All servers of alcoholic beverages will complete an approved training program as approved by the Director of Campus Activities.

17. 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, St. Ann's and Theresian 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 Campus Activities Office and the Residence Life Office.

Policy on Backpacks

The Director of the Our Lady of the Lake University Bookstore or their designee reserves the right to ask any person(s) entering the University Bookstore with a backpack, large/oversize carry all bag, to leave the bag(s) in a specific designated area. The University and the University Bookstore will not be held liable for personal items, backpacks, etc. left in the designated area. The Director or their designee shall have the final opinion as to the items or articles in question.

The purpose of this guideline is to establish a general rule safeguarding University Bookstore assets and personal assets. Its main intention is for the protection of all students, faculty, staff members and visitors entering the University Bookstore.

Policy on Chalking

The use of chalk for advertisement by students, faculty, staff and organizations must first receive approval from the Campus Activities Office. 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 Director of Campus Activities.

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
- j. Any exterior brick and tile surfaces
- k. Any city or University street or driveway
- l. 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 of Campus Activities, or a designate

Policy on Charitable Collections

Any University organization wishing to collect items for charitable donations may do so, provided that each collection effort is approved by the Assistant 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.

Policy on Children on Campus

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

Policy on Convicted Felons

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.

Policy on External Communications

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.

Policy on Freedom of Expression and Dissent

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 Associate Provost of Student Services. 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 with the Campus Activities 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 Associate Provost of Student Services 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.

Policy on Harassment

The University will not tolerate any form of harassment relating to gender, race, sexual orientation, religion, age, color, 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.

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

Statement on Racial Harassment

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.

University Policy on Sexual Harassment (Effective August 2002)

It is the policy of Our Lady of the Lake University to provide educational and working environments for its students, faculty and staff that are free from sexual harassment and sexual misconduct. The University expects students, staff and faculty to report sexual harassment and sexual misconduct that occurs from members of the University community, its guests or vendors.

Definitions:

A. 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. Examples of behavior that could constitute sexual misconduct include but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present
- Gratuitous use of sexually oriented materials not related to the subject matter of a class, course or meeting even if not objected to by those present

B. Sexual Harassment is any form of sexual advance, request 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.

• **Quid Pro Quo** harassment involves unwelcome sexual advances and/or requests for sexual favors, whether verbal, non-verbal or physical, where submission to such conduct is made explicitly or implicitly a term or condition of employment or education. For an offense to be considered as "quid pro quo harassment," the offending individuals must have the power to confer or withhold an employment or educational benefit.

• **Hostile Environment** harassment involves persistent, pervasive unwelcome conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment that unreasonably interferes with an individual's performance as an employee or student. In determining whether harassment is sufficiently severe or pervasive to create a hostile environment, the alleged offender's conduct is evaluated from the objective standpoint of a "reasonable person." A single incident or isolated incidents of offensive sexual remarks generally do not create an abusive environment. A "hostile environment" claim generally requires a showing

of a pattern of offensive conduct. In contrast, in “quid pro quo” cases, a single sexual advance may constitute sexual harassment if it is linked to the granting or denial of employment benefits, educational benefits or academic benefits.

Examples of behavior that may be offensive to a “reasonable person” and becomes sexual harassment include but are not limited to:

Verbal: Using words that have sexual innuendos, calling one gorgeous or honey, comments about a person’s body or clothing, sexual jokes, an explicit or implicit proposition to engage in sexual activity, remarks about sexual activities or speculation about sexual experiences, and making unsolicited and unwelcome telephone calls.

Non-verbal: Displaying sexually suggestive pictures such as photographs, posters or calendars, making physical gestures, looking a person up and down, and sending unwelcome e-mails.

Physical: Touching, hugging, kissing, grabbing, accidentally bumping, stalking and following. Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in that the employee did not solicit or invite it, and the employee regarded the conduct as unwelcome, undesirable and offensive.

How You Should Respond to Sexual Harassment or Sexual Misconduct:

If you believe that you have been subjected to sexual misconduct or sexual harassment, you should do the following:

1. **Inform the Offender** - Tell the offender that the conduct is offensive, is unwelcome and should stop. The offender may not be aware that the conduct is offensive and would be willing to change.
2. **Report the Incident** - Report the incident immediately to the University Human Resources Office. You may also report it to the Provost’s Office, and/or the Associate Provost of Student Services. If you are an OLLU employee or a student worker and if your supervisor is not the harasser, then you are encouraged to also report the incident to your supervisor.
3. **Awareness of Another Person Being Harassed** - If you observe another employee or student being harassed, then you are expected to report the incident to the University Human Resources office. Any supervisor who is informed of an employee or student being harassed is required to report the incident to the Human Resources office.

What the University Will Do:

Conference - The employee or student bringing the complaint will be asked to meet with an appropriate representative from the Human Resources Office who will be assigned to investigate the complaint. The investigator will review the Sexual Harassment Policy with the complainant. The purpose is to ensure that the complainant understands what sexual harassment is and is made aware of the investigation process if either the complainant or the investigator believes that sexual harassment has occurred.

A record will be kept of this consultation and to the extent legally possible, that record will remain in the Human Resources Office and will remain strictly confidential. This means that those who do not have a need to know will not be informed, whereas those that do have a need to know will be informed. The person seeking advice may maintain anonymity and need not, in the Conference phase, divulge the name(s) of the alleged harasser(s). The employee or student will be informed as to the various Complaint Options that are available.

Complaint Options

1. Informal Complaint Procedure:

If the Conference phase reveals that sexual misconduct or harassment is occurring, then the complainant must first go through the informal complaint procedure. The goal of this process is to encourage victims of harassment to voice their complaints, whether informally or formally, without fear of adverse academic or employment consequences. There is the possibility of resolving difficulties through informal means that do not require the filing of a formal complaint. However,

anyone seeking information and advice from the Human Resources department should be advised that he or she is entitled to file a formal complaint.

After the person seeking advice has been apprised of what sexual harassment or sexual misconduct is, and believes that either has in fact occurred, the complainant may file a written informal complaint. At the same time, if the investigator after hearing the complaint believes that the alleged behavior is sexual harassment, then the investigator must investigate the incident(s), even if the complainant does not want the matter pursued.

If the investigator and the complainant believe that sexual misconduct or sexual harassment has occurred, then the complainant will be expected to submit a written statement to the investigator detailing the event(s) that led to the complaint. The written statement should include the date and location of each incident, names of all witnesses, and an accurate description of the specific behaviors that occasioned the complaint. The complainant will be advised not to discuss this incident further with other members of the University community. The investigator's goal is to aid the parties in finding a mutually acceptable resolution. For example, the alleged offender may not be aware that his or her behavior is unwelcome and is willing to change his or her behavior. The complainant may just want the offensive behavior stopped and may be satisfied with this resolution. The alleged offender will receive a copy of the written complaint and confer with the Human Resources investigator. Methods for resolving informal complaints can result in:

- Mediation of the complaint between the complainant and the offender
- Modification of the situation in which the offending conducts occurred
- A documented meeting between the Human Resources investigator and the alleged offender that involves a discussion of the University's sexual harassment and sexual misconduct policy

Once a resolution has been reached, the incident will be documented and signed by both parties. The alleged offender will agree to stop the behavior and the complainant will agree that this resolution is satisfactory. There may be other resolutions arrived at that are acceptable to both parties. However, if an acceptable resolution is not reached, then the complainant may file a formal written complaint.

2. Formal Complaint Procedure:

The Formal Complaint procedure requires the complainant to submit a written statement to the Human Resources office detailing the events that led to the complaint. This written statement is to include names of witness, and specific behaviors that occasioned the complaint.

Dissemination of information relating to the formal complaint should take place within three working days of the receipt of the complaint and is limited to the members of the Grievance Committee. This information will be hand delivered by the Human Resources investigator to the members of the Grievance Committee.

The University Grievance Committee will be composed of three persons. One of them will always be a member of the Human Resources office. The other two will be selected as follows: If the complainant is a student, then the Associate Provost of Student Services and a representative from the Provost's office named by the Provost will serve. If a faculty employee, then a representative from the Provost's office and an at-large appointee both named by the Provost will serve. If a staff employee, then the VP of Finance and Facilities and an at-large appointee named by the VP of Finance and Facilities will serve.

The Human Resources investigator will also hand deliver a written statement containing the allegation and the identity of the complainant to the alleged offender and his/her immediate supervisor within three days of the receipt of the formal complaint. The alleged offender will be instructed not to discuss this with anyone, including the complainant nor take any action that could be construed as retaliatory in nature. The alleged offender will be asked to meet with the

Human Resources investigator and respond to the allegations within two working days of receiving the formal complaint.

If the alleged harasser denies the allegations, then the Human Resources investigator will search thoroughly for corroborative evidence of any nature. The investigator takes a neutral position and seeks only to search out the truth. Anyone who may have information with regard to the alleged harassment will be interviewed, including supervisors and co-workers. Testimony may be obtained from persons who observed the charging party's demeanor immediately after an alleged incident of harassment. Persons with whom the complainant discussed the incident, such as co-workers, a doctor, or counselor, will be interviewed. The investigator will seek to determine whether the same person sexually harassed any other employees. Additionally, University records will be examined to learn whether the alleged harasser has prior incidents of alleged sexual harassment, and, if so, the nature of the investigation and its outcome of the investigation.

The Human Resources office will thoroughly investigate the sexual harassment complaint and present the findings to the alleged offender as soon as possible, but within ten working days of the filing of the formal complaint. The Grievance Committee will be furnished the investigator's findings. The alleged offender will be asked to respond to the findings within two working days of the investigator meeting with the alleged offender.

Subject to the response of the alleged offender, the Grievance Committee may decide to conduct a hearing for the purpose of arriving at a decision regarding the accuracy of the harassment charges and to recommend a sanction should the charges be verified. The hearing is private and confidential and is limited to the complainant, the alleged offender, witnesses, and the Grievance Committee. The alleged harasser has the right to be present during the hearing to be able to learn of all statements made by the complainant and witnesses, and respond to them as necessary. The complainant has the right to be present during any part of the hearing as he/she elects. The hearing consists of:

- a) A description of the case by one of the grievance officers
- b) The presentation of the case by each party, with substantiation by witnesses or documentary evidence as desired
- c) Informal questioning of either or both parties by committee members for the purpose of clarification
- d) Final statements by each party if desired
- e) Private deliberation by the Grievance Committee, determining by consensus the issue of whether or not the alleged offender has violated the University's harassment policy
- f) A recommended penalty for cases in which the alleged offender is found to be in violation of the policy

If a hearing is conducted, the Grievance Committee will within two working days decide the appropriate action. A copy of the Grievance Committee's findings and recommendation as to the appropriate action will be hand delivered by the Human Resources investigator to the Chief Administrator of the division, the immediate supervisor, the complainant, and the alleged offender. The Grievance Committee may decide that:

- Harassment has not occurred
- A written warning be given to the offender
- The offender, if an employee, should be terminated
- The offender, if a student, should be either suspended or expelled, or
- Other appropriate actions

If either party is dissatisfied with the disposition of the case, an appeal may be filed with the President of the University. This appeal must be submitted in writing within five working days of the Grievance Committee's decision. The President's decision is to be submitted to the individual making the appeal within seven working days from the day the appeal was initiated. The President's decision is final.

Guidelines and Legal Definitions

1. **Retaliation Prohibited** - Retaliation against a student or employee for bringing a complaint of sexual misconduct or sexual harassment is strictly prohibited. Any employee or student who does so is in violation of this policy and will be subject to disciplinary action.
2. **Effect of Bringing a Complaint** - The filing of a sexual misconduct, sexual harassment or retaliation complaint will not stop or delay any evaluation or disciplinary action related to a complaining employee or student who is not performing up to acceptable standards or who has violated University rules or policies.
3. **Constructive Discharge** - Constructive discharge occurs when the victim is in an intolerable working or class environment when those conditions foreseeable would compel a reasonable employee to quit or a student to withdraw, whether or not the supervisor or instructor specifically intended to force the victim's resignation or dropping the class.
4. **Strict Liability** - The University is responsible for the acts of its supervisors and instructors if the harassment culminates in a tangible employment or student enrollment action.
5. **Obligation of University Members** - It is the responsibility of any University Community member aware of sexual harassment to report it to the Human Resources Office.
6. **Duty of Good Faith** - Any member of the University community is liable to disciplinary action for knowingly or recklessly bringing a false complaint against another member of the University community. (*Effective August 2002*)

Definition of Stalking

A person commits the crime of stalking when engaging in single or repeated acts toward another individual, including following the individual without proper authority, under circumstances which demonstrate either of the following:

1. Intent to place the individual in reasonable fear of bodily injury
2. Intent to cause substantial emotional distress to the individual

Statement on Stalking

The University considers stalking a form of harassment. All disciplinary sanctions shall apply.

Grievance Procedure for Harassment

At the time this handbook was printed, the grievance procedure for harassment was under revision. Copies of the revised procedure were distributed to all members of the University community and are available in the Office of Human Resources.

Policy on Hazing

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 Associate Provost of Student Services 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 a 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 Associate Provost of Student Services 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 Associate Provost of Student Services 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

Policy on Illegal Gambling

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

Guidelines for Intramural Sports

Intramural eligibility rules are designed to provide an equitable organized sports program for University students regardless of athletic ability. Individual players and team managers are responsible for verifying their own eligibility and that of their teams. Any doubt about the eligibility of a player should be referred to the Campus Recreation Office. Teams may not play ineligible players even by mutual agreement of both team managers and other players in the contest.

- All students regularly enrolled at the University, with a minimum of six hours are eligible for intramural competition and retain eligibility until withdrawal from the University, failure to comply with eligibility rules, or sanction through the student judicial process.

- A player competing under an assumed name will be barred from intramural competition for the calendar year. Any team using an ineligible player shall forfeit all games in which the ineligible player participated.
- Graduate students, faculty and staff members are eligible for participation, subject to the general rules of competition.
- All students starting competition in any sport representing any team must retain that affiliation until that sport is completed.
- Any student wishing to compete in intramural activities but has no team affiliation will be placed on a team upon notification of such interest to the Campus Recreation Office.
- Student organizations may compete under the organization's name only if officially recognized or chartered by the University.

Policy on Loitering

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.

Policy on Posting

All materials to be posted or distributed on campus by students, faculty, staff members, alumni and organizations must first receive approval from the Campus Activities 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 Campus Activities.

General

- Submit original copies of materials to the Campus Activities Office a minimum of 24 hours before distribution. We encourage groups to use recycled paper or to recycle paper.
- 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 Campus Activities/University Center, 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, door tags and mailbox stuffers are to be cleared by appropriate authorities (e.g. Food Services manager, Post Office supervisor, Director of Residence Life).
- Campus Activities reserves the right to refuse service to any student, faculty, staff, alumni or organization due to failure of following the posting policy.

Bulletin Boards

- 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" display spaces only. Contact the Campus Activities 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, near bookstore, near fountain), near the C store, near the crosswalk, the sidewalk between Metz Hall and the Walter Student Service Center, and in front of the UWAC.

- Students, faculty, staff, alumni or organizations utilizing A-frames are responsible for replacement costs for damage or loss. Maximum checkout is three days.

Banners

- Eight banner spaces (3' x 6') are available to reserve through the Campus Activities Office. To utilize these spaces, you must reserve your space through the Campus Activities Office. Reservations will be scheduled more than one month out. Spaces cannot be reserved for more than one week.
- Banners must be hung by an organization member between 7a.m. and noon. 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 three feet by six feet.

Policy on Sales and Solicitation

The University requires solicitors, sales personnel, and distributors to obtain permission from the Director of Campus Activities, 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.

Policy on Security and Emergency Services

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.

Policy on Smoking

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

Procedure for Student Concerns

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 Provost.

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, vice president, or associate provost.

Policy on Theft

Disciplinary sanctions for theft in the University Bookstore 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 committee. A committee consisting of the Bookstore Director, the Chief of University Police and a faculty member will meet as soon as possible after an alleged incident to review the facts and determine if an offense has been committed.

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 Associate Provost of Student Services shall provide committee oversight and review all disciplinary sanctions imposed.

Procedure for Vehicle Reservations

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

2. Transporting passengers in excess of vehicle seating capacities is prohibited.

3. 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.

4. 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.

5. 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.

6. Vehicles must be returned in the same condition in which they were received. Penalty fees will be assessed for non-compliance.

7. 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.

8. Individuals and organizations will be billed for all vehicle mileage charges.

9. Individuals and organizations failing to report departure and return mileage will be assessed charges.

10. 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.

11. 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.

12. 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 Acceptable Use of University Computing Resources

Approved by the Academic Computing Council--January 12, 1994 (with acknowledgment to the Florida State University Office of Information Resource Management)

Our Lady of the Lake University provides many computing and network resources for use by University undergraduate students, graduate students, faculty and staff. The resources administered by the Computer Center and the various schools, colleges and departments are intended for educational purposes and to carry out the legitimate business of the University.

Appropriate use of the resources includes instruction, independent study, authorized independent research, and the official work of the offices, departments, recognized student and campus organizations and agencies of the University. The computing and network resources of the University may not be used by members of the University community for personal commercial purposes or for personal financial gain. Those who use the campus and network computing resources are required to use the technology in a manner consistent with state and federal computer crimes legislation and the Electronic Communications Privacy Act of 1986. Unauthorized or fraudulent use of the University's computing resources is a serious violation and may result in prosecution and punishment as applicable. Offenses against intellectual property, such as duplicating software protected by copyright or trade secret law, are also violations of the law.

The University supports the statement on software and intellectual rights distributed by EDUCOM, the non-profit consortium of colleges and universities committed to the use and management of information technology in higher education, and ITAA, the Information Technology Association of America, a computer software and services industry association:

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

"Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

The framework of responsible, considerate and ethical behavior expected by the University extends to use of campus microcomputers and workstations, general-use computers, campus network resources and use of networks throughout the world to which the University provides computer access. The following guidelines do not cover every situation that pertains to proper or improper use of the resources, but they do suggest some of the responsibilities which University community members accept when using University computing resources or the network access which the University provides.

Guidelines for Acceptable Use of University Computing Resources

1. Individuals with computer accounts are responsible for the use made of those accounts. To protect accounts from unauthorized use, individuals should establish passwords that will not be easily guessed. If individuals discover unauthorized use of accounts, individuals should change passwords and report the intrusion to the system administrator. Passwords should be changed on a regular basis, to assure continued security of accounts.
2. Individuals must not intentionally seek information about, browse, obtain copies of or modify files, passwords or tapes belonging to any other person, whether at the University or elsewhere, unless specifically authorized to do so by that individual. (Note: If an individual has explicitly and intentionally established a public server, or clearly designated a set of files as being for shared public use, others may assume authorization.)

3. Individuals must not attempt to decrypt or translate encrypted material, or obtain system privileges to which they are not entitled. Attempts to do any of these are a serious infringement.
4. If individuals encounter or observe a gap in system or network security, individuals should report the gap to the Computer Center or the system administrator, as appropriate. Individuals must refrain from exploiting any such gaps in security.
5. Individuals must avoid any action that interferes with the supervisory or accounting functions of the system or is likely to have such effects.
6. Individuals must be sensitive to the public nature of shared facilities. University computing resources cannot guarantee the privacy or confidentiality of electronic communications. All messages should be deemed to be readily accessible to the general public, though such access is generally not authorized. Individuals must take care when using general access computers not to display images, sounds or messages which could create an atmosphere of discomfort or harassment for others. Individuals must refrain from transmitting to others in any location inappropriate images, sounds or messages which might reasonably be considered harassing.
7. Individuals must avoid using computing resources for the following: game playing or other trivial applications, particularly over dial-in modem lines; sending frivolous or excessive mail or messages locally or over an affiliated network; printing excessive copies of documents, files, images or data. Individuals must refrain from using unwarranted or excessive amounts of storage and from printing documents or files numerous times because of not checking thoroughly for all errors and corrections. Individuals must be sensitive to special needs for software and services available in only one location or on certain workstations, and give up that spot as soon as possible to those whose work requires the special items.
8. Individuals must not prevent others from using shared resources by running unattended processes or placing signs on devices to "reserve" them without authorization. Devices left unattended for more than 10 minutes may be assumed to be available for use and any process running on that device terminated.
9. The University offers many programs and data-sets that have been obtained under contracts or licenses that convey the right to use the product but deny the right to copy, cross-assemble or reverse-compile. Individuals are responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse-assembling or reverse-compiling them in whole or in part. If it is unclear whether individuals have permission to copy software, individuals should assume that permission is denied and should check with the appropriate system administrator.
10. If individuals create or maintain electronically-stored information which is important to their work or to the University in general, such individuals are responsible for making frequent backups of the information.
11. If individuals operate or use personal, privately-owned commercial software on University computing resources, such individuals are responsible for ensuring such software is "virus free" before installing. Further, individuals must be prepared to definitively validate their ownership of such software. Use of "pirated" software will not be tolerated.
12. Messages, sentiments and declarations sent as electronic mail or sent as electronic postings must meet the same standards for distribution or display as if they were tangible documents or instruments. Individuals may publish their opinions, but such opinions must be clearly and accurately identified as coming from the individual, or, if individuals are acting as the authorized agent of a group recognized by the University, as coming from the group the individual is authorized to represent. Attempts to alter the "From" line or other attribution of origin in electronic mail, messages or postings will be considered infringements of University rules.
13. If individuals create, alter or delete any electronic information contained in, or posted to, any campus computer or affiliated network, it will be considered forgery if it would be considered so on a tangible document or instrument.
14. Individuals must not create, send or forward electronic chain letters.
15. Federal, state and local laws govern many aspects of computer and telecommunications use. Members of the University community are expected to observe and comply with those laws, as well as all University rules and regulations.

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 reduces 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

Student records at Our Lady of the Lake University are subject to provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 93-390), as amended. This act provides that students shall have access to their official educational records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for "directory information," the University may not release personally identifiable information data from student records to other than a specified list of exceptions without the written consent of the student. Release of information to parents requires student's written consent. A list of the types of educational records is maintained in the Registrar's Office with the names and titles of officials responsible for the records, the personnel having access to the records, and the purposes for such access.

Any student has the right to inspect and review the content of these records and obtain copies at the student's own expense. Explanations or interpretations of the records may be requested on a form available from the official in charge of that particular record.

If a student wishes to challenge all or part of a record, the student should first request an informal conference with the official in charge. If this informal conference does not yield satisfaction to both parties, then either the student or the university official may request the president to appoint another university official, who has no direct interest in the outcome, to conduct a hearing on the student's challenge. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the challenge. The hearing will be conducted within 60 days following the request for the hearing, and the decision of the hearing official will be given to the student in writing within 15 days after the conclusion of the hearing. In the event that the student challenge is not upheld by the hearing official, the student will, nevertheless, have the right to prepare a one-page written explanation of the challenge which the university will insert into the record at issue.

Our Lady of the Lake University hereby designates the following as public or Directory Information: name, address (local and permanent), telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance ("from" and "to" dates of enrollment), degrees and awards received, the most recent previous educational agency or institution attended, photography. Such information may be disclosed by the institution for any purpose, at its discretion.

Students may withhold the release of directory information by contacting the Registrar's Office in one of the following ways: 1) e-mail registrars@lake.ollusa.edu; 2) write to Registrar's Office, Our Lady of the Lake University, 411 S.W. 24th Street, San Antonio, Texas 78207-4689; or 3) fax to 210-436-2314. Request must include student's name, social security number, date of birth and OLLU student ID number (if known). The restriction will remain in place until student authorizes removal. Request for access to directory information must be made through the Student Life Office.

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 By-laws and in a manner consistent with the University's mission and goals.

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.

b. Protection against Improper Academic Evaluation

1. Evaluation of a student's academic performance in a course or program of the University, when conducted by an authorized evaluator, is presumed to be valid unless there is positive 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 program).

2. If a student has good reason to suspect prejudice or capriciousness significantly and adversely affected an official final evaluation of performance in a course or program, the student may present this concern to the evaluator and request a reconsideration of the evaluation. This must be done as quickly as possible after the evaluation results have been received by the student, but no later than four weeks after official notice of the results of the evaluation.

3. The evaluator is required by University policy to confer with a student who requests reconsideration of evaluations, to correct any procedural or computational errors that may come to light, to revise the evaluation if necessary, and to share fully with the student the basis for the evaluation given.

4. If the student and the evaluator are unable to resolve the matter through good faith, re-examination of the issues and negotiation, the student may request the evaluator's dean, director or other second-level supervisor to mediate. If so desired, the student may request the Provost to appoint a faculty advisor to assist in the preparation and presentation of the student's case. The dean, director or supervisor is empowered to hear both sides of the matter, to examine all relevant documents and evidence held by either the student or the evaluator, to bring the student and the evaluator together for further clarification, discussion and negotiation, and to suggest possible compromises or other remediation of the issue.

5. If these mediating efforts do not satisfactorily resolve the matter, the student may petition the Provost to establish a hearing committee, provided that this request is made no later than eight weeks after the official notice of the results of the evaluation. This petition must be in writing, must clearly identify the evaluation in question, must detail the previous efforts to resolve the matter, and must clearly specify the points still at issue.

6. Before establishing a hearing committee, the Provost shall verify that good faith efforts were made to resolve the matter through discussion and mediation, shall explain the due process guidelines to all parties, and shall provide the opportunity for further negotiation if either party so requests. If, in the judgment of the Provost, the student's complaint is clearly without substance

for allegations of prejudice or capriciousness, the grievance process may be terminated at this point.

7. The Provost shall name a faculty member from the Academic Affairs Committee of the Faculty Assembly to chair the hearing committee. The chairperson shall then select four other members [two faculty and two students] from the membership of the Academic Affairs and Student Life Committees of the Faculty Assembly. If a member of the hearing committee disqualifies himself or herself for possible bias or conflict of interest prior to the date of the hearing, the chairperson shall appoint a replacement. If the member disqualifies himself or herself only immediately before or during the hearing, the hearing shall be conducted with remaining members, except that in no case shall the hearing be conducted with less than three members, at least one of whom must be a student and one a faculty member.

8. The hearing must be held within four weeks after the formal written request for the hearing is received by the Provost.

9. At the hearing, the burden of proof shall be on the student to demonstrate that the evaluation of academic performance has been improper because it has been significantly and adversely affected by prejudice and/or capriciousness.

10. The hearing shall consist of the following:

- a. A summary by the chairperson of the history of the case and the issues involved as indicated in the formal petition for the hearing
- b. The presentation of the case by each party, with substantiation by witnesses or documentary evidence, as desired
- c. Informal questioning of either or both parties by committee members for the purpose of clarification
- d. Final statements by each party, if desired
- e. A closed session in which the hearing committee assesses the evidence to decide whether the evaluation was, according to the preponderance of evidence, affected significantly and adversely by prejudice and/or capriciousness

11. If the hearing committee holds that the evaluation was prejudiced or capricious, the committee shall change the grade or evaluation report to what it deems to be a proper evaluation (including to Pass or Fail, if necessary), which shall be final. In the event the proper evaluation cannot be determined by the hearing committee, the committee shall take one of the following actions:

- a. Prescribe a method of reevaluation which the Provost shall supervise and which shall be final
- b. Request the Provost devise and implement a method of reevaluation, which shall be final. If the committee holds that the evaluation was neither prejudiced nor capricious, then the original evaluation shall be final.

12. The action of the hearing committee must be reported in writing by the chairperson to the student, the evaluator and the Provost within three days after the hearing. This ends institutional due process on the matter and no further appeal is possible.

13. The petition requesting the hearing, the report of the hearing committee, and any resultant changed evaluation report form shall be the only official records kept of the hearing. Copies of these records shall be kept in a hearing file by the Provost's Office.

c. **Protection against Improper Disclosure** - Information about student views, beliefs and political associations which professors acquire in the course of their work as advisors is considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

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 committees of the Faculty Assembly and have representation on the Board of Trustees and its Student Life Committee. 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 Director of Finance and Services, and the Associate Provost of Student Services. 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.)

c. 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.

Statement on University Emergencies

In the event of a present or imminent emergency (e.g. hazardous weather conditions, utility failure, public disaster) necessitating the general cancellation of University classes and/or the closing of University offices and departments, the University President will activate the University Emergency Action Plan. Members of the University community and the general public will be informed through supervisory and other leadership personnel who will be expected to relay appropriate information to others so that all parties can make the proper response. During the emergency, all personnel not previously designated are to exit the campus as soon as prudently possible and/or remain off campus until the Emergency Action is terminated. During the emergency, designated personnel will remain on campus or will make every prudent effort to report to their duty stations. Designated personnel and their duties are listed by position and job titles in the Emergency Action Plan, which is available for reference in University administrative offices. These employees and others (e.g. student leaders, resident assistants) will endeavor to provide essential and emergency services (e.g. security, food, lodging, learning, recreational, other living arrangements) as conditions permit. Campus residents and persons stranded on campus can be expected to assist these personnel as needed. The Emergency Action will be terminated by the University President when conditions warrant.

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. Check the scene
2. Call ext. 2360 Monday through Friday, or call 433-0911 after 5 p.m. and on weekends
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.

Alcohol and Drug Overdoses

If an individual suspects someone has ingested a potentially lethal amount of alcohol or other drugs, immediately call 911 (off campus) or 433-0911 (on campus), and position the person on their side with a pillow behind their back. If the victim is conscious, attempt to determine the following information for the first responder to arrive:

- What type of substance was ingested or inhaled?
- How much of the substance was ingested or inhaled?
- When was the substance ingested or inhaled?
- Did you see the person ingest the substance?

Do not give the victim anything to eat or drink. **Do not** induce vomiting unless instructed to do so by medical professionals. University Police and the Health Services Office should be contacted to direct immediately.

Bomb Threats

If you **observe** a suspicious object or potential bomb on campus, **do not handle the object**. Clear the area immediately and call University Police at 433-0911 with the nature and location of the suspected bomb. Refer to the "Building Evacuation" section for additional information. If you **receive** a bomb threat by phone, fax, e-mail or other means, immediately call University Police if possible.

- Attempt to determine the following information:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does the bomb look like?
 5. Why was the bomb planted?
- Do not hang up even if the caller does. Attempt to keep the caller talking as long as possible, recording the following information:
 1. Time of call
 2. Age and gender of caller
 3. Speech pattern and/or accent of caller
- If possible, get the attention of another individual who can immediately call University Police
- Refer to the “Building Evacuations” section for additional information

Building Evacuations

In the event of a building evacuation, the following apply:

- Leave by the nearest marked exit and alert others to do the same. Assist those with disabilities in exiting the building. Remember, elevator service will no longer be an option during a building evacuation.
- If the area is filled with smoke, stay low to the floor. Take short breaths through the nose. Avoid gulping large amounts of smoke.
- Once outside, move to a clear area that is a minimum of 500 feet away from the affected building. Keep streets, fire lanes, fire hydrant areas and walkways clear for emergency vehicles.
- Do not return to an evacuated building unless directed to do so by University Police Officers or other proper authorities.

Civil Disturbances and Riots

In the event of civil disturbance, continue your normal routine, avoiding doors and windows. Threatening disturbances should be reported immediately to University Police at 433-0911. The following procedures apply:

- Alert all individuals in the area of the situation
- Lock all doors and windows
- Secure all files, documents and equipment
- Refer to the “Building Evacuation” section for additional information

Disoriented or Emotionally-Distressed Individuals

If individuals should observe or come into contact with a disoriented or emotionally-distressed individual on campus, immediately call University Police at 433-0911.

- Do not argue or attempt to overly reason or rationalize with the distressed individual
- Attempt to keep the individual calm and contained in a quiet environment
- Alert others nearby of the presence of the distressed individual
- If doing so will not endanger the safety of the individual and others, suggest that the individual seek assistance from the Counseling Services Office

Earthquakes

Although unlikely, San Antonio’s location along fault lines makes earthquakes a possibility of which all individuals should be apprised.

- If **indoors** during the initial shock of the earthquake, seek refuge in a doorway or under a desk or table. Avoid glass windows, shelves and heavy equipment. **Exit the building only after the shaking has stopped.**
- If **outdoors** during the initial shock of the earthquake, move quickly away from buildings, utility poles and other structures. Always avoid power and utility lines, as they may be energized.
- If **in an automobile** during the initial shock of the earthquake, stop in the safest place available, preferably an open area away from buildings, power lines and trees. Stop as quickly as

time permits, but stay in the vehicle for the shelter it provides. If a power line has fallen on the vehicle, **do not exit**. Remain inside the vehicle until its removal.

- After the initial shock, evaluate the situation and call University Police if emergency assistance is necessary. Refer to the “Building Evacuations” section for additional information.
- Be prepared for additional aftershocks. These may cause substantial damage to already weakened structures.

Explosions, Aircraft Crashes and Similar Incidents

In the event a violent accident, such as an explosion or aircraft crash, occurs on campus, immediately take cover under tables, desks and other such objects which will provide protection against falling glass or debris. After the effect of the explosion has subsided, immediately call University Police. Individuals should identify themselves and describe the location and nature of the emergency, being as specific as possible. Refer to the “Building Evacuations” section for additional information.

Fires

All students should be familiar with the locations of fire extinguishers, fire exits and alarm systems and know how to use them. Resident students should take particular note of evacuation procedures for their residence hall. Tampering with fire alarms and other fire fighting equipment is a civil offense.

- If a minor fire appears **controllable**, direct the charge of a fire extinguisher toward the base of the flames and work toward the center. Immediately contact University Police and the Residence Life Office, if applicable.
- If a fire appears **uncontrollable**, sound the nearest fire alarm immediately. Next, leave the area, closing (not locking) all doors to confine the fire. Call 911 with the nature, severity and location of the fire. University Police should be contacted to direct firefighters to the fire’s location.
- If an individual becomes trapped in a building during a fire and a window is available, place an article of clothing outside the window to alert rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout periodically to alert emergency crews.

Fire Drills

Fire drills are conducted periodically in campus buildings, a minimum of once per semester for each residence hall. Performance in fire drills and other evacuations is mandatory for all building occupants. Students should take fire drills seriously and perform the following emergency procedures when fire alarms sound:

- Close windows
- Leave lights on
- Close doors
- Proceed calmly to the nearest exit. Elevators should not be used in fire drills
- Assist those with disabilities in exiting the building

Hazardous Material Leakages and Spills

Any spillage of a chemical or radioactive material is to be reported immediately to University Police. When reporting, be specific about the nature of the involved material and its location. Individuals contaminated by the spill should avoid contact with others as much as possible. Individuals should remain in the spill’s vicinity and supply information to the proper authorities. First aid and clean up by specialized authorities should be started immediately.

Non-radioactive Spills

Non-radioactive spills should be confined to prevent further contamination.

- Avoid contact with skin, eyes and clothing
- Shut the doors and windows of the room before evacuating
- Refer to the “Building Evacuations” section for additional information

Radioactive Spills

Radioactive spills should be assessed and controlled **only** by trained professionals. Refer to the "Building Evacuations" section for additional information.

Hostage Situations

If taken hostage, individuals should be patient and avoid drastic action. Time is on the hostage's side. The initial 45 minutes of hostage situations are often the most dangerous. Individuals should follow instructions, be alert and stay alive. Abductors are often emotionally unstable. Individuals should not make mistakes that could hazard their well-being.

- Attempt to stay calm and be alert to situations that may be exploited to advantage.

Remember that the primary objective of law enforcement officers will be to secure the hostage's safe return as quickly as possible.

- Do not attempt to fight back or struggle. No matter how "reasonable" abductors may appear, they cannot be trusted to behave rationally and their actions may be unpredictable.
- Comply with the abductors' instructions as best as possible. Treat abductors like royalty.
- Do not speak unless spoken to and only when necessary. Do not talk down to abductors. Avoid appearing hostile.
- Maintain eye contact with abductors at all times, if possible, but do not stare.
- Try to establish some kind of rapport with the abductors.
- Do not discuss what action may be taken by family, friends, employers or law enforcement officers.
- Make a mental note of all movements, including times in transit, directions, distances, speeds, landmarks along the way, special odors and sounds (e.g. train whistles, church bells).
- Whenever possible, take note of the abductors' characteristics, habits, speech and mannerisms. Such information may be invaluable in apprehending the abductors.
- Escape attempts should not be made unless the hostage's life is in imminent danger. Carefully calculate the best possible odds for success.

Medical Emergencies

Should the need for off-campus medical assistance arise, students should know where to receive assistance, how to get there and how to pay for such assistance. Students should carry with them proof of insurance to avoid refusal of medical care. Although University officials may assist, students are ultimately responsible for all health care decisions.

- In case of **minor injury or illness**, seek or provide first aid care. Contact the Health Services Office for a health assessment and over-the-counter medications.
- In case of **serious injury or illness**, immediately call 911 off campus and 433-0911 on campus for University Police. Individuals should give the name of the victim; describe the nature and severity of the medical problems, and the location of the victim. University Police and the Health Services Office should be contacted to perform first aid and direct paramedics to the victim's location.

Sexual Assaults

For victims of sexual assault, attempt to stay calm and remain alert. Look for situations which can be exploited to advantage. Sexual assault victims' primary objective should be to survive the assault, and if possible, avoid serious personal injury.

- If possible, try to get away as fast as possible.
- Fight back. If, however, the victim is immediately threatened, attempting to escape or fight back may not be possible or advisable. In such a case, cooperate until a safer opportunity for escape presents itself. Remember, staying alive is the most important concern.
- Take notice of the characteristics of the assailant, including habits, speech and mannerisms. This could enable victims to talk their way out of an assault situation, or provide a means of escape. Such information may be invaluable in apprehending the assailant.
- If you are able, immediately call 911 off campus and University Police at 433-0911 on campus. University police responds quicker on campus.
- Victims of sexual assault should not wash or clean their bodies, their clothes or the general vicinity of the assault without authorization from law enforcement officers or medical

professionals. Records of blood and other bodily fluids may be invaluable in apprehending and convicting the assailant.

Suicides

Suicide threats and gestures may be cries for help. Unfortunately, differentiating between threats and actual intent is not always easy. The safest response is to assume some truth in the threat and suggest that the individual seek assistance from the Counseling Services Office. If immediate medical emergency assistance is required, call 911 off campus and 433-0911 on campus.

- Keep communication lines open. Show that the individual's feelings are taken seriously. Do not argue or try to overly reason with the suicidal individual.

- Keep the individual calm and contained in a quiet environment.
- Remain with the suicidal individual unless he/she is armed with a weapon, either in the same room or on the phone line, until assistance is available or the risk has passed. Get assistance from a second individual to make phone calls or arrange for intervention.

- Seek crisis intervention assistance from the Counseling Services Office or other mental health professionals.

- Especially if the suicidal individual is a University community member, report the situation to the Student Life Office for documentation. The Counseling Services Office should be notified as well to monitor the situation and follow up.

Tornados

A **tornado watch** means that tornadoes and severe thunderstorms are possible. A **tornado warning** means that a tornado has been sighted somewhere in the warning area. If a tornado is sighted near campus, the following apply:

- If time permits, proceed to the basement or interior hallway on the lowest floor.
- If time does not permit, get into the safest area of the classroom or office (the inside wall) farthest away from doors and windows.
- Avoid gymnasiums, theaters and other structures with wide, free-span roofs.
- Take shelter underneath desks or any heavy furniture available.
- Assume a curled position to protect head and eyes.
- If outdoors or in a vehicle, seek shelter in the nearest ditch or depression, away from power lines, buildings and trees. Do not try to outrun the tornado.
- After the tornado has passed, evaluate the situation and call University Police at 433-0911 if emergency assistance is necessary.
- Refer to the "Building Evacuations" section for additional information.

Utility Failures

In the event of a major utility failure occurring during normal business hours, immediately call the Physical Plant Office. If there is a potential danger to building occupants or if the utility failure occurs after normal business hours, call University Police at 433-0911, 24 hours a day.

Electrical or Light Failure

If necessary, vacate the area by following emergency lights to building exits. Refer to the "Building Evacuations" section for additional information.

Elevator Failure

If trapped in an elevator, use the call button to alert others of the situation.

Natural Gas Leakage

Cease using light switches, phones or other electrical devices which could ignite gas flames. If necessary, vacate the area. Refer to the "Building Evacuations" section for additional information.

Plumbing Failure or Flooding

Cease using all electrical equipment. If necessary, vacate the area. Refer to the "Building Evacuations" section for additional information.

Vagrants and Suspicious Persons

Upon observation of or coming into contact with an individual of questionable nature on University premises, **do not attempt to confront the individual.** (An “individual of questionable nature” is defined as a person visiting campus without the expressed intent of educational or business pursuits.) Immediately call University Police at 433-0911 and provide the following information, being as specific as possible:

- Physical description of the individual
- Location of the person
- Description of the person’s vehicle (if applicable)

If the individual poses a direct hazard, health risk or nuisance to the University community, University facilities or normal University operations, University Police may evict the individual from campus.

Vehicular Accidents

Non-injury of Participants

If a vehicular accident involving non-injury of participants occurs on campus, the incident should be reported immediately to University Police. Driver’s licenses and proof of insurance should be exchanged by all involved parties and an accident claim report should be made.

Injury of Participants

If a vehicular accident involving injury of participants occurs on campus, the incident should be reported to 911. In addition, University Police (call 433-0911) and the Health Services Office should be notified. For serious injuries, the following should be performed:

- Assess the situation. Individuals should not put themselves in danger for possible injury or death.
- Keep all victims still and comfortable. **Do not move victims.**
- Perform first aid only if trained to do so. If possible to leave the victims, attempt to locate an individual certified in first aid.
- Look for emergency medical identification, question witnesses and give all information to paramedics and other relevant authorities.

Violent or Criminal Behavior

If an individual is the victim or witness of any violation of the law such as assault, robbery, theft or overt sexual behavior, **do not take any unnecessary chances.** Do not attempt to approach or interfere with the criminal, except in cases of self-defense. Immediately call 911 off campus and University Police on campus at 433-0911 and provide the following information, being as specific as possible:

- Nature of the incident
- Location of the incident
- Description of the individual(s) and property involved

Note the height, weight, gender, approximate age, clothing, method and direction of travel, and name (if known) of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color and any outstanding characteristics of the vehicle. Assist University Police when they arrive by supplying them with all additional information and ask others to cooperate. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment. Seek emergency first aid, if necessary, once it is safe to do so. Refer to the “Building Evacuations” section for additional information.

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 term “Student Judicial Committee” means any person or persons authorized by the Associate Provost of Enrollment Management & Student Life to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
9. The Director of Residence Life/Student Judicial Affairs is the person designated by the University President, Provost and Associate Provost of Enrollment Management & Student Life to be responsible for the administration of the non-academic components of the Student Code of Conduct. The dean of the appropriate school is the person designated by the University President and Provost to administer 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. The Director of Residence Life/Student Judicial Affairs may authorize a hearing officer to serve simultaneously as a hearing officer and the sole member or one of the members of a Student Judicial Committee. 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 Undergraduate and Graduate Bulletins, 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. Examples include, but are not limited to, the following:
 - a. Copying from another student’s test paper.
 - b. Allowing another student to copy from one’s test paper.
 - c. Using textbooks, notes and other unauthorized materials during a test.
 - d. Collaborating with others during a test or on a project where collaboration is not permitted.
 - e. Theft, purchase, or other acquisition of all or part of an un-administered test.
 - f. Soliciting or giving away all or part of an un-administered test.
 - g. Bribing another person to obtain all or part of an un-administered test.
 - h. Substituting for another student or permitting any other person to substitute for oneself to take a test.
 - i. 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, musical composition, computer program, media production or other academic assignment prepared totally or in part by another.
 - j. Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work, painting, drawing, sculpture, other art work, musical composition, computer program, media production or other academic assignment.

15. The term “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:
 - a. Quoting another person’s work, complete sentences or paragraphs, or whole works without acknowledgment of the source.
 - b. Using another person’s ideas, opinions or theories without acknowledgment of the source.
 - c. Borrowing facts, statistics or other illustrating material without acknowledgment of the source.
 - d. Copying another person’s essay test answer.
 - e. 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.
 - f. Working together on an assignment or sharing computer files and submitting that assignment as one’s individual work.
16. The term “fabrication” means the intentional use of invented information or the falsification of research or other findings. Examples of fabrication include, but are not limited to, the following:
 - a. Citation of information not taken from the source listed.
 - b. Listing sources in the bibliography that were not directly used in the exercise.
 - c. Submission of a paper, lab report or research activity containing falsified, invented or fictitious data or evidence.
 - d. Submitting work prepared totally or in part by another as one’s own.
17. 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 un-administered test. 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 Provost is the principal officer designated for the administration of academic discipline and the Associate Provost of Enrollment Management & Student Life is the principal officer designated for all non-academic discipline. Persons may be designated by these individuals to implement disciplinary policies.

Generally, University 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 advisor for non-academic violations and shall determine the composition of the Student Judicial Committee and review boards with the Associate Provost of Enrollment Management & Student Life. The Director of Residence Life/Student Judicial Affairs shall determine which committee, hearing officer, and review board shall be authorized to hear each case. The Director of Residence Life/Student Judicial Affairs 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 Student Judicial Committee and/or 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. A judicial body may be designated as arbiter of

disputes within the student community in cases that do not involve a violation of the Student Code of Conduct. All parties must agree to arbitration and to be bound by the decision with no right to review.

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. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. "no contest" or *nolo contendere*).
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 before a judicial body under the Student Code of Conduct, however, 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 in 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 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 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; intentional obstruction that interferes with freedom of movement, whether pedestrian or vehicular, on University premises
 - O. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised 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, distortion or misrepresentation of information before a judicial body
 - 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 system
 - 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 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 and motorized vehicles inside University buildings or residence halls

Article II: Academic Conduct

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. The University distinguishes between academic dishonesty, which is handled through the Office of the Provost, and other violations of the Student Code of Conduct, which are addressed 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. If in the judgment of an instructor or other duly appointed academic officer, academic dishonesty has occurred, the following procedure shall be followed:

- A. The instructor or academic officer shall investigate the occurrence and satisfy him or herself that sufficient evidence of academic dishonesty exists to warrant a charge.
- B. The instructor or academic officer shall communicate the charge to the student and allow the student to offer rebuttal or extenuating circumstances.
- C. If the student does not satisfactorily explain the suspect behavior, the instructor or academic officer shall indicate that academic dishonesty appears to have occurred and shall propose an appropriate grade penalty or other remedy. If the student accepts the penalty or remedy, the instructor or academic officer shall carry it out and shall inform the Provost by memorandum of the circumstances and disposition of the charge. The Provost's Office shall maintain this record for three years. If there is evidence of other instances of academic dishonesty by the same student, the Provost's Office may seek additional penalties beyond those agreed to by the instructor or academic officer and student, up to, and including, suspension or expulsion. If the penalty involves failure in the course and is liable to cause probation or enforced scholastic withdrawal, a copy of the action shall be sent to the Registrar's Office for inclusion in the student's academic file.
- D. If the student does not accept the disposition of the academic dishonesty charge that is proposed by the instructor or academic officer, the student may request, within five working days, that the dean of the college or school under whose jurisdiction the course or assignment in question lies become involved. The dean shall interview the instructor or academic officer and the student and shall attempt to work out a satisfactory resolution. If that resolution is made, the dean shall send the record of the charge and disposition to the Provost's Office.
- E. If the dean cannot resolve the case in a way acceptable to both instructor or academic officer and student, the student may request a formal hearing on the charges. The request must be made in writing to the Provost's Office within three days of the college or school dean's conclusion that no mutually satisfactory resolution was possible and informing of the student thereof. The Provost, after ascertaining that good faith efforts have been made to resolve the disagreement, shall name a hearing panel within three days of receiving the student's written request. The panel shall consist of three members of the Academic Affairs and/or Student Life Committees of the Faculty Assembly. Two members of the panel shall be faculty members, and one member shall be a student. The Provost shall appoint one member of the hearing panel to chair the panel. The chairperson of the panel shall set a hearing date and convene the panel within 10 business days of the panel's constitution.
- F. At the hearing, both the student and the instructor or academic officer bringing the charges shall appear. The student may bring an advocate of his or her choice from the University

- community to the hearing. The instructor or academic officer shall state the case for academic dishonesty having occurred and present any relevant evidence or testimony. The instructor or academic officer shall 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 shall meet in closed session to assess the evidence and determine the appropriate penalty, if any. The action of the panel shall be reported in writing by the chairperson to the student, the instructor or academic officer, and the Provost within three days after the hearing. The decision of the panel is final. No further appeal is possible.
- G. In some cases, intervention of holidays or summer periods may make convening the panel within the aforementioned timelines impractical. In such cases, the hearing should be completed as expeditiously as possible. The record of the hearing and the report and recommendation of the panel shall be maintained in the Provost's Office. If the recommendation is for failure in a course which may make the student liable for probation or enforced scholastic withdrawal, or for suspension or dismissal, a record of the penalty shall be forwarded to the Registrar's Office for inclusion in the student's academic file.

Article III: Student Organization Conduct

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

- A. **Normal University Operations** - Disruption of normal University operations (e.g. classes, movement of traffic, special events)
- B. **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
- C. **Representation of Organization**
1. Misrepresentation of the purpose and/or intent of the organization
 2. Unethical representation of the purpose and/or intent of the organization
 3. Failure to act within recognized norms or within the context of the constitution and by-laws of the organization
 4. Interference with proper representation within any organization recognized by the University
- D. **University Policies and Regulations** - Non-compliance with applicable University policies and/or regulations
- E. **Civil Laws** - Non-compliance with applicable civil laws
- F. **Rights of Members or Others**
1. Denial and/or interference with the rights of members or others
 2. Failure to respect the dignity of the human person
- G. **Responsible and Ethical Actions**
1. Failure to display responsible and ethical actions on and off campus as members and representatives of the University community
 2. Failure to conduct self or organization business in a responsible manner
- H. **Discrimination**
1. Actions that result in discrimination in membership on the basis of race, religion, creed, physical ability, gender, national origin, color or political affiliation
 2. Actions that result in discrimination toward non-members on the basis of race, religion, creed, physical ability, gender, national origin, color or political affiliation
- I. **Authorized and Consistent Functions** - Actions that sponsor, advertise, implement or otherwise endorse functions that are unauthorized and/or inconsistent with the University's mission, goals, values and policies
- J. **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 Associate Provost of Enrollment Management & Student Life and, in cases of academic groups, the appropriate academic dean

K. Current and Approved Constitution

1. Failure to maintain a current, approved constitution and by-laws (and local, state, national, or international constitution and by-laws, if applicable) on file in the Campus Activities Office
2. Failure to comply with, uphold or enforce applicable rules, regulations, policies and procedures of an organization's approved constitution and by-laws or other legislative actions

L. 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

M. Mailing Address, Phone System, E-mail System, Website, Seal, Logo and Name - Inappropriate or unauthorized use of the University's mailing address, phone system, e-mail system, website, seal, logo and/or name

N. Use of Facilities

1. Unauthorized use of University facilities and equipment
2. Use of University facilities and equipment that is not related to the goals of the organization and/or University
3. Failure to assume responsibility for setup, cleanup, and monitoring of facilities as appropriate
4. Misappropriation of University facilities

O. Fundraising

1. Fundraising activities for purposes not directly related to the organization
2. Fundraising activities that are not approved by the University

P. Guest Speakers

1. Extending invitations to speakers and other guests who are inconsistent with the University's mission, goals, values and policies
2. Extending invitations to speakers or other guests without authorization from the Director of Campus Activities /University Center or relevant University official

Q. Advertising and Publicity

1. 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)
2. Advertising or action that is inconsistent with the University's mission, goals, values and policies

R. Membership Recruitment - Actions that are in violation of the University's membership recruitment policies, procedures and guidelines

S. Requirements for Recognized Student Organizations - Failure to fulfill all requirements applicable to Recognized Student Organizations

T. Ownership Real Estate - Actions of ownership, leasing or rental of real estate

Article IV: 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. 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.

D. Hearings shall be conducted by the Director of Residence Life/Student Judicial Affairs, a hearing officer or the Student Judicial Committee.

Article V: Student Judicial Committee

The Student Judicial Committee is a forum where grievances against a student or student organization may be heard and decided upon by persons who represent the University community.

A. Composition of the Committee

1. **Student Judicial Committee** - The Student Judicial Committee shall consist of two hearing panels, consisting of a maximum of four voting students, one voting staff member, and one voting faculty member, and shall be chaired by the Director of Residence Life/Student Judicial Affairs, or a designate. Each panel shall set formal, permanent hearing times.

2. **Appeals Board** - The Appeals Board shall consist of two students and one of the faculty or staff members from the hearing panel that did not hear the original case. These members shall be selected at random and the chairperson shall rotate with each case between the first student and the first faculty or staff member chosen. Normally, no member may serve on a subsequent appeals board until all members from their respective category of student or faculty or staff member have been selected.

B. **Selection of Committee Members** - Members shall be screened, interviewed and selected by the Board of Directors of the Student Government Association and the Association's advisor(s). Nominations shall be ratified by the Association's General Council. Two faculty members are to be nominated by the Faculty Senate. Two staff members are to be nominated by the Associate Provost of Enrollment Management & Student Life. The recommended names of all candidates and nominees shall be forwarded to the Associate Provost of Enrollment Management & Student Life within the first two weeks of the academic semester. The Associate Provost of Enrollment Management & Student Life shall review the recommendations and reserves the right to accept or reject each candidate. In cases where a candidate is not acceptable, the respective nominating bodies shall be asked to generate further appropriate candidates. Student members shall submit an official copy of their academic transcripts to the Student Life Office within the first two weeks of each semester. Committee installation and training shall be completed within the first three weeks of the academic year.

C. **Installation of the Committee** - Installation should take place within two weeks of appointment. Judicial cases shall be heard in the interim period by the Behavior Consultation Team with one student member appointed by the Associate Provost of Enrollment Management & Student Life. Committee members shall be sworn in at the first formal training session by the Associate Provost of Enrollment Management & Student Life.

D. **Hearing Times** - The student judicial clerk shall be authorized to schedule the docket for each hearing panel. The clerk shall notify the principal parties of the hearing date, time and location. The clerk shall keep the official records of hearings and judicial cases.

E. **Conduct of Hearings** - The Director of Residence Life/Student Judicial Affairs, or a designate, shall serve as chairperson of the Student Judicial Committee and, with the student judicial clerk, coordinate the process. The accused student shall be given every reasonable opportunity to present a defense. All matters upon which the decision may be based shall be introduced into evidence at the formal hearing.

1. Hearings normally shall be conducted in private. At the request of the accused student, subject to the discretion of the judicial authority in consultation with the accuser, third parties may be admitted, but shall not have the privileges of participating in the hearing.

2. Admission of any person to the hearing shall be at the discretion of the Student Judicial Committee and/or its hearing officer.

3. In hearings involving more than one accused student, the chairperson of the Student Judicial Committee, at his or her own discretion, may permit the hearings concerning each student to be conducted separately.

4. The complainant and the accused have the right to be assisted by any advisor they choose. The advisor may be an attorney, at the student's expense. It should be noted that attorneys have no legal presence in any meeting and may not represent students during this process. The complainant and/or the accused are responsible for presenting his or her own case, and, therefore, advisors are not permitted to speak or to participate directly in any meeting before the Student Judicial Committee.

5. The complainant and the accused shall have the privileges of presenting witnesses, subject to the right of cross examination by the Student Judicial Committee. The Student Judicial Committee shall have the right to call additional witnesses as necessary and the right to exclude witnesses if the testimony is not considered pertinent to the proceedings.

6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Student Judicial Committee at the discretion of the hearing officer.

7. All procedural questions are subject to the final decision of the hearing officer and the Student Judicial Committee.

8. After the hearing, the Student Judicial Committee shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code of Conduct which the student is charged with violating.

9. The Student Judicial Committee's determination shall be made on the basis of whether the preponderance of evidence indicates the accused student is guilty or not of violating the Student Code of Conduct.

10. There shall be a single verbatim record, such as a tape recording, of all formal hearings before the Student Judicial Committee. The record shall be the property of the University. Copies of the record may be made for the accused and the accuser upon written request at their expense.

11. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the violation shall be considered.

F. Subpoenas and Testimony - The Director of Residence Life/Student Judicial Affairs, or a designate, and members of the Student Judicial Committee shall have power to subpoena witnesses. Any member of the University community is obligated to respond to a student judicial subpoena. Failure to respond may result in disciplinary action. In addition, all testimony given to the Student Judicial Committee must be truthful and honest. Failure to give truthful and honest testimony shall result in disciplinary action. The Director of Residence Life/Student Judicial Affairs, or a designate, may grant anonymity to witnesses under one or both of the following conditions:

1. If there is reasonable cause to believe that the safety of the witness or witnesses is in jeopardy.

2. If witness or witnesses shall be subject to intense physical and/or verbal harassment as a result of testifying. Upon written request of the witness or witnesses, the Director of Residence Life/Student Judicial Affairs, or a designate, shall determine whether to grant anonymity. Any statements of an anonymous witness shall be given to the accused student at the time such statements are introduced into evidence at the hearing. The accused student may then challenge the statement and present written questions to be answered by the anonymous person in a manner to be determined by the Director of Residence Life/Student Judicial Affairs, or a designate. The hearing may be adjourned until the questions are answered, but in no circumstances shall the parties impede the process by misusing this procedure. The Director of Residence Life/Student Judicial Affairs, or a designate, shall have authority to limit the questions and in no instance shall there be more than one re-direct or re-cross examination.

G. Quorum - The Student Judicial Committee may take no action unless a minimum of four members in attendance.

H. Voting - Each voting member has one vote; voting by proxy is prohibited. The Director of Residence Life/Student Judicial Affairs, or a designate, votes only in cases of a tie. The panel may not recommend expulsion of a student without consenting vote of at least two-

thirds of the members present and casting votes. (The Director of Residence Life/Student Judicial Affairs, or a designate, shall determine voting status of all members for each case.)

I. Removal of Committee Members - A committee member may be removed on the following grounds by a two-thirds vote of all unaffected members:

1. Chronic unexcused absences
2. Conduct inconsistent with service on the committee
3. Academic probation for a previous semester
4. Cumulative grade point average drops below a minimum 2.5. In all cases of vacancy on the committee, a replacement shall be nominated by the proper body and appointed by the Associate Provost of Enrollment Management & Student Life. Representation of students, faculty and staff members must be maintained as established in the Student Code of Conduct.

J. Evaluation of the Student Judicial Committee - A review of the Student Judicial Committee's decisions and actions shall be conducted by the Associate Provost of Enrollment Management & Student Life once each semester or upon receipt of two or more complaints in any given semester at the Associate Provost's discretion. The Associate Provost of Enrollment Management & Student Life shall have the right to make decisions regarding continuance of committee composition or changes in membership.

Article VI: Behavior Consultation Team

The University Behavior Consultation Team shall be composed of the Associate Provost of Enrollment Management & Student Life, who serves as chairperson, the Director of Counseling Services, the Director of Health Services, the Director of Campus Ministry and the Director of Residence Life/Student Judicial Affairs. In the absence of the Associate Provost, the Director of Counseling Services 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 Associate Provost of Enrollment Management & 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 period the warning is in effect.

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

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 Student Judicial Committee and/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.

16. **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), Counseling, 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, Counseling

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, Counseling
 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 a judicial body determines that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed by the hearing officer. The recommendation of all members of the judicial body shall be considered by the hearing officer in determining the imposition of sanctions. The hearing officer shall not be limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and 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 standards and procedures for Involuntary Administrative Withdrawal from the University and/or University residence halls shall be applied when it is determined by clear and convincing evidence that a student is suffering from a mental disorder as defined in the current *Diagnostic and Statistical Manual of Mental Disorders (DSM)* and, as a result of the disorder, one or more of the following applies:
 - 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 lacks the capacity to 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. A student subject to disciplinary charges who wishes to introduce relevant evidence of any mental disorder must so inform the Associate Provost of Enrollment Management & Student Life in writing at least two business days prior to any disciplinary hearing. If the Associate Provost of Enrollment Management & Student Life determines that the evidence may have merit, the case shall be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the aforementioned criteria, the case shall be returned to the judicial process. Evidence of

- any mental disorder may not be admitted into evidence or considered by the hearing panel in any judicial proceeding.
3. The Associate Provost of Enrollment Management & Student Life may refer a student for evaluation by independent licensed psychiatrists or psychologists chosen by the University if the Associate Provost 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 these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless otherwise indicated in writing by the Associate Provost of Enrollment Management & Student Life. Students may be accompanied to the evaluation by licensed psychologists or psychiatrists of their choice, who may observe but not participate in the evaluation process. Legal representation shall be prohibited. The student shall sign a release permitting evaluating psychologists or psychiatrists to submit a report of their findings to the Associate Provost of Enrollment Management & Student Life.
 - b. Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the Associate Provost of Enrollment Management & Student Life.
 - c. A student who fails to complete the evaluation may be administratively withdrawn on an interim basis, referred for disciplinary action or both.
 4. 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 Associate Provost of Enrollment Management & 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
 5. A student subject to interim administrative withdrawal may be assisted in the proceeding by 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.
 6. An informal hearing shall be held within seven business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two business days after the student submits a proper request 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 Associate Provost of Enrollment Management & Student Life.
 7. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Associate Provost of Enrollment Management & Student Life, or a designate. The following guidelines apply:
 - a. The student shall be informed of the time, date and location of the informal hearing, in writing, either by personal delivery or certified mail, a minimum of two business days in advance.
 - 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 Associate Provost of Enrollment Management & Student Life, or a designate, shall direct the proceedings. Any individual who disrupts the hearing may be excluded.
 - d. The student may choose to be assisted by 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.
 - 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 Associate Provost of Enrollment Management & Student Life, or a designate. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Associate Provost, or a designate, could draw a negative inference from their refusal which might result in their dismissal from the University, in accordance with these standards and procedures.
 - g. The informal hearing may be conducted in the absence of a student who 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 Associate Provost of Enrollment Management & Student Life, or a designate, determines that such participation is essential to the resolution of a dispositive issue in the case.
 - i. Associate Provost of Enrollment Management & Student Life, or a designate, 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 shall be tape recorded by the Associate Provost of Enrollment Management & Student Life, or a designate. 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 Associate Provost of Enrollment Management & Student Life, or a designate, within five business days 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 Associate Provost of Enrollment Management & Student Life, or a designate, shall be final and conclusive and not subject to appeal.
8. Reasonable deviations from these procedures shall not invalidate a decision or proceeding unless significant prejudice to a student may result.
9. Information pertaining to the student and the student's case shall be considered confidential. All parties involved shall be informed of the student's right to confidentiality and their obligation to comply.
10. These standards do not preclude removal from the University nor do they provide exemptions to the University residence hall occupancy agreement or other University regulations.

C. Interim Suspension

In certain circumstances, the Associate Provost of Enrollment Management & 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 or preservation of the University

- 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 to the residence halls.

D. No-Contact Agreements

Upon request of a student and after investigation by the Associate Provost of Enrollment Management & Student Life, or a designate, 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 students may request a review of the decision(s) reached by the judicial body or of the sanctions imposed 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 hearing officer or a designate.
- 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
- C. If a request for review is upheld by the Appeals Board, the matter shall be remanded to the original judicial body and hearing officer for re-opening to allow reconsideration of the original determination and/or sanction(s).
- D. The decision of the Appeals Board is final except in the case of suspension or expulsion. In those cases, a student may request a review by one of the following, in the following order:
- 1. Associate Provost of Enrollment Management & Student Life
 - 2. The Provost

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 Associate Provost of Enrollment Management & Student Life for final determination.
- B. The Student Code of Conduct shall be reviewed every year under the direction of the 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 Associate Provost of Enrollment Management & 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 and Student Judicial Affairs

Responsible for the complete operation of the residence hall system. Supervises professional and paraprofessional staff, handles all non-academic student disciplinary matters, 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 for Staff and Student Development

Assists the Director of Residence Life and Student Judicial Affairs 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.

Assistant Director of Residence Life for Operations

Assists the Director of Residence Life and Student Judicial Affairs in developing and maintaining an on-campus living environment in which the maximum educational, social and cultural opportunities may be realized. Responsible for coordinating all maintenance needs in the residence halls.

Graduate Supervisors

Assist the Assistant Directors 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 (RAs)

Assigned to each floor 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 complaints. Assist the Graduate Supervisors and the Residence Life Office to develop an effective method of enforcement of residence hall and University regulations.

Residence Halls

Ayres Hall

This all-female, predominantly freshman residence hall accommodates 80 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, a laundry room, an outdoor patio and an outdoor swimming pool. Ayres Hall is named in honor of Mother Angelique Ayres, CDP, 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 91 residents in single-, double- 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 snack bar lounge 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 197 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 all-female, predominantly freshman residence hall accommodates 128 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, a laundry room, 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, in 1954.

Providence Hall

This co-ed upperclassman residence hall accommodates 72 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 all-male residence hall accommodates 34 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.

Theresian Hall

This all-female residence hall accommodates 29 residents in double-occupancy rooms with private baths. This facility has central air conditioning and heat. Facilities include a lounge and a laundry room. Theresian Hall is named in honor of St. Theresa of Lisieux (Little Flower).

Procedures for Housing Application and Termination

Housing Availability

Residence halls are available for occupancy during fall and spring semesters as well as Summer I and Summer II sessions.

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/Student Judicial Affairs 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 full semesters, or the remaining portion thereof. The occupancy period begins at noon on the day the residence halls open, as indicated in the current [University Bulletin](#), and ends at noon the day following the end of final exams or graduation.

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/Student Judicial Affairs 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 be covered by accident and hospitalization insurance. Insurance coverage must be processed prior to moving into the residence halls.
- All students who live in the residence halls must have a completed University health form on file in the Health Services Office prior to moving into the residence halls. The University health form details immunization requirements for all resident students.

Board Plan Policy

Board plans are available during fall and spring semesters as well as Summer I and Summer II sessions. 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 refunds 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 and 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

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 complete the process and cancel afterwards, will automatically forfeit their housing deposits. The Residence Life Office will post the dates and times a minimum of two 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 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 in to the residence halls, resident students will perform the following:

- Fill out a "Residence Hall Information Card"
- Receive a "Room Inventory Form" (checklist of all items in the room and the condition of each item). Residents will sign this form and return it to their RA by their first floor meeting. When checking out, **residents will be charged for any damages not noted on this form.**
- Receive a room key
- Receive 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
- Follow special residence hall procedures (e.g. specific times, dates, procedures)
- Remove all personal belongings
- Have the room inspected for cleanliness and damages (as listed on the "Room Inventory Form") by the resident's RA. This initial inspection will be followed by an inspection from an Assistant Director of Residence Life and Physical Plant staff member, if applicable, who will determine final damages and charges.
- Return the room key to the RA

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** - Resident students leaving the residence halls without following the check-out procedures will be charged an improper check-out fee. Reasons for charge include:
 - **failure to sign up for a check-out time**
 - **not cleaning room and bathroom before leaving**
 - cleaning room into hallway
 - loading hallway with belongings
 - failure to meet appointment
 - not ready to check out at appointment time (not being present at time of appointment or room not being completely vacated)
 - must 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, with a University Police Officer present, 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 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/Student Judicial Affairs.

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/Student Judicial Affairs. Such investigation is restricted to those individuals specifically designated by the forenamed.
- Unless unfeasible, the University will make every effort to have one 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 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
- A University Police Officer or other University official may search a room under one 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

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. 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 basic standard cable television service. Resident students may access this service by simply providing a cable-ready television. Premium channels (e.g. HBO, Showtime) are not provided. Tampering with or otherwise defrauding cable television wiring and devices will result in disciplinary sanction and/or civil prosecution. Cable cords are available in the Residence Life Office on a first come, first served basis. They can be picked up during regular office hours and residents are allowed one cable cord per room.

Elevators

Elevators are available in Flores, Providence and Theresian 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 summer sessions. 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 increments. Board plans may be decreased, however, only during 100 percent 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 Residence Life Office and the Food Services Office. The Residence Life Office will deactivate the misplaced meal card.
- 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.

Inter-Residence Hall Association

The Inter-Residence Hall Association (IRHA) is a Chartered Student Organization of the Residence Life Office. Resident students elect floor representatives who provide feedback to the Residence Life Office on issues that directly affect resident students. The Association's members are responsible for ensuring that those issues important to resident students are being adequately addressed. Meeting dates and times are posted throughout the residence halls. This organization will be activated based on need.

Internet Access

Residence hall rooms are equipped with two data lines 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.

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. Web Services should be notified when washers and dryers malfunction. Reimbursements are requested through Web Services as well. They can be contacted at 1-800-245-9323. All washers and dryers are card operated. Cards can be purchased through the Automated Vending Systems located in the:

- Residence Life Office: cash only
- Providence Hall First Floor: debit or credit only
- Flores Hall Vestibule: debit or credit only

Washers and dryers are located in the following locations

- Ayres Hall: lower level
- Centennial Hall: second floor
- Flores Hall: first, second and third floors
- Pacelli Hall: lower level
- Providence Hall: second, third and fourth floors
- St. Ann's Hall: second floor
- Theresian Hall: third 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, Flores and St. Ann's Halls. At the end of each semester, resident students should leave forwarding addresses at 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. They also vacuum carpeted rooms.
- **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 your Resident Assistant 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 excessive insect problems to their RAs. A housekeeper will accompany exterminators when individual room extermination is requested.

Swimming Pool

Resident students may use the Pacelli-Ayres pool from 9 a.m. to dusk, seven 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 adult guest per resident student only. Minors are prohibited. The pool is not staffed with a lifeguard. Individuals wanting to host a pool gathering must contact the Residence Life Office for permission to reserve the swimming pool. Groups of 15 or more will require a certified lifeguard to be available throughout the event.

Telephone Service

Residence hall rooms are equipped with telephones, telephone numbers for local calling and voice-mail. Each resident is responsible for selecting a method of long distance service (i.e. calling card or phone card). **Collect calls may not be accepted in the residence halls.** Resident students will be held responsible for charges assessed by the Residence Life Office including a \$25 administrative fee. Tampering with or otherwise defrauding telephone wiring, devices and services will result in disciplinary sanction and/or civil prosecution. Telephone numbers will be assigned to each room by the Residence Life Office and may not be changed, even if resident students change rooms. Any abuse to the telephone instrument, jack or wiring, other than normal wear and tear, will result in restitution for the cost of replacement or removal of service. Inappropriate behavior or use of derogatory or abusive language while using the telephone may be documented and judicial charges may be filed against the responsible individual. Anyone wishing to restrict their phone number must submit a written request to the Residence Life Office.

Trash and Recycling

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

Vending Machines

Vending machines are located throughout the residence halls. Money lost in vending machines should be reported to the Residence Life Office. The Development Office reimburses money lost in vending machines. 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, pillow cases, 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, a dictionary, a thesaurus, an almanac and a bible. Resident students may bring radios, televisions, VCRs, electric shavers, floor fans, electric clocks, personal computers and stereos. Small electrical items such as hot air popcorn poppers, coffee makers and small (3.5 cubic ft.) refrigerators are permitted in the residence halls. Appliances such as hot plates, crock pots, space heaters, George Forman grills and microwaves are prohibited in the residence halls. The Residence Life Office encourages resident students to contact roommates and suitemates to plan for necessary and convenient items.

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-aged 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 with often 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 21 years of age.
- Persons 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 21 or over are permitted to possess and to responsibly consume alcohol in their residence hall rooms, provided all individuals present are aged 21 or older.
- Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, St. Ann's and Theresian 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) inside and outside the residence halls except at those events approved by the Campus Activities Office and the Residence Life Office.
- 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 hall 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 halls 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 is the responsibility of the user.
- *Refrigerators*
Refrigerators in student rooms must be no larger than 3.5 cubic feet, have amperage rating of three amps per hour or less, and be in safe electrical condition. For proper ventilation and sanitation, refrigerators should be placed on a stand. Refrigerators may remain plugged-in and operating during vacation and campus break periods.
- *Extension Cords/Power Strips*
Extension cords should be used sparingly and never overload cords or extend 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, including telephone wires, 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 unit, 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. 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, Residential 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 RAs 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 shoes inside buildings and in general lounge areas. Resident students should always wear shirts outside their rooms. Resident students wearing leotards should wear shorts or sweatpants to and from exercise class.

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.

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 are subject to dismissal from the residence halls, university and/or prosecution from civil authorities. Residence hall students have ready access to fire extinguishers in hallways. All residents should familiarize themselves the proper use of fire extinguishers.

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 and locking room doors as they leave. In case of fire, pull the nearest fire alarm and/or call 433-0911 (University Police). Evacuate the building by the safest and nearest exit. 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 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 may not be stored in student

rooms. Resident students wanting to grill outside any residence hall will need to submit a request to the Office of Residence Life.

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. 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. Front doors to the residence halls are locked at 10 p.m. and interior doors are locked 24 hours. ID cards are issued at the Walter Student Service Center. Lost or stolen cards should be replaced as soon as possible at the Walter Student Service Center and then taken to the Residence Life Office for encoding. A fee will be charged to replace lost 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, shaving cream fights, water fights and indecent exposure or behavior.

Keys

Resident students receive one 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 rooms, the RA on duty will unlock doors for free of charge the first time a lock-outs occurs. The second, third and fourth times lock-outs occur, resident students will be charged \$1, \$5 and \$10, respectively. Additionally, on the fourth time, resident students must schedule an appointment with the Director of Residence Life/Student Judicial Affairs. RAs will unlock only the room 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.

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 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.

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 p.m. to 8 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 hall mates. 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
- 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

RAs 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 test smoke detectors
- 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

RAs will post notices 48 hours in advance of monthly safety checks. If residents are not present at their respective scheduled times, RAs will contact other Residence Life staff members in order to enter the room and complete the safety check. RAs 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 insuring 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.

Smoking

Smoking is prohibited inside all University buildings, including 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. Students and organizations wanting special consideration should contact the Campus Activities Office.

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 a.m. to midnight Sunday through Thursday, and 10 a.m. to 2 a.m. Friday and 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 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 16.
- **Overnight Guests** - Resident students wishing to have overnight guests must notify their RA a minimum of 24 hours in advance to receive an overnight guest pass. Overnight guests of the opposite gender are prohibited. Overnight guests have a maximum three night limit within a one week 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 week in advance. Periods in which overnight guest passes will not be issued are the last two 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 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.

Quick Guide for Student Services

All extensions may be reached at the University's main phone line, 434-6711. All phone numbers are in the 210 area code, unless otherwise indicated.

| What | Where | Location | Phone # |
|--|------------------------------------|-------------------|----------------|
| Academic Procedures | | | |
| Absences | Instructor | various | various |
| Adding a class | Academic advisor | various | various |
| Auditing a class | Registrar | Walter Center | ext. 2316 |
| Changing grade basis | Academic advisor | various | various |
| Changing/declaring a major/minor | Registrar | Walter Center | ext. 2316 |
| Dropping a class | Academic advisor | various | various |
| Grade reports | Registrar | Walter Center | ext. 2316 |
| Registration | Academic advisor | various | various |
| Taking a class at another institution | Registrar | Walter Center | ext. 2316 |
| Transcripts | Registrar | Walter Center | ext. 2316 |
| Transfer credit | Registrar | Walter Center | ext. 2316 |
| Withdrawal | Academic advisor | various | various |
| Academic Support Services | | | |
| Continuing education | WEC | Providence 2-A | ext.2382 |
| Computer labs | Help Desk | Main 241 | ext. 2236 |
| E-mail accounts | Help Desk | Main 241 | ext. 2236 |
| English as a Foreign Language Program | Kliesen Int. Center | Main 344 | ext. 2276 |
| Learning disabilities | Acad. Achievement | Flores Lounge | ext. 2731 |
| Library | University Library | Library | ext. 2325 |
| McNair Scholars Program | TRIO Programs | Main 235 | ext. 2590 |
| Media equipment | Equipment Delivery | Main 207 | ext. 2366 |
| Physical disabilities | Acad. Achievement | Flores Lounge | ext. 2731 |
| Project Student Excellence (PSE) | TRIO Programs | Main 235 | ext. 2590 |
| Service-learning classes | Service-Learning & Volunteerism | Worden School | ext. 2759 |
| Standardized testing | Assessment Center | Walter Center 23 | ext. 2331 |
| Study Abroad | Kliesen Int. Center | Main 344 | ext. 2276 |
| Tutoring | Acad. Achievement | Flores Lounge | ext. 2731 |
| Women's issues | Center for Women | Elliott House | ext. 2446 |
| Admissions | | | |
| Graduate | Admissions | Casa Caritas | ext. 2314 |
| International | Kliesen Int. Center | Main 344 | ext. 2276 |
| Undergraduate | Admissions | Casa Caritas | ext. 2314 |
| Weekend College Programs | | | |
| San Antonio | WEC | Providence 2-A | ext. 2382 |
| Houston | WEC | N. Harris College | ext. 8210 |
| Counseling | | | |
| Academic | Academic advisor | various | various |
| Academic probation | Registrar | Walter Center | ext. 2407 |
| Career | Career Services | UWAC 106 | ext. 2249 |
| Financial | Financial Aid | Walter Center | ext. 2319 |
| Personal | Counseling Services | Providence 101 | ext. 2476 |
| Religious vocations | CDP Vocations | OLL Convent | 434-1866 |
| Spiritual | Campus Ministry | Walter Center | ext. 2397 |

Employment

| | | | |
|------------|--------------------|-------------------|-----------|
| On-campus | Student Employment | Walter Center G23 | ext. 8180 |
| Off-campus | Career Services | UWAC 106 | ext. 2249 |

Emergencies

| | | | |
|-----------------------|---------------------|----------------|-----------|
| Closure of University | Comm. & Mktg. | Main 416 | ext. 2368 |
| Major, Facilities | Univ. Police | Walter Center | ext. 2360 |
| Minor, Facilities | Univ. Police (p.m.) | Walter Center | 433-0911 |
| Major, Medical | Physical Plant | St. Ann's Hall | ext. 358 |
| Minor, Medical | City of San Antonio | off-campus | 911 |
| Vehicle (on-campus) | Health Services | UWAC 112 | ext. 2341 |
| Vehicle (off-campus) | Univ. Police | Walter Center | ext. 2360 |
| | Univ. Police (p.m.) | Walter Center | 433-0911 |
| | SAPD | off-campus | 227-7201 |

Events

| | | | |
|--|-------------------|----------------|-----------|
| Baccalaureate Liturgy | Campus Ministry | Walter Center | ext. 2397 |
| Campus Conference on Student Scholarship | Provost's Office | Moye 204 | ext. 2233 |
| Candlelight Service | Campus Ministry | Walter Center | ext. 2397 |
| Career Fair | Career Services | UWAC 106 | ext. 2249 |
| Commencement | Student Life | Providence 104 | ext. 2394 |
| Graduate Liturgy | Campus Ministry | Walter Center | ext. 2397 |
| Homecoming | Alumni | Moye 102 | ext. 8145 |
| New Student Orientation | Campus Activities | UWAC 101 | ext. 2391 |
| Spirit Day | Campus Ministry | Walter Center | ext. 2397 |
| Student Leadership Banquet | Student Life | Providence 104 | ext. 2394 |

Facility Use

| | | | |
|------------------------|-----------------|---------------|-----------|
| Academic | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Facility rental | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Non-academic | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Library Conference Rm. | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Recreational | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Thiry Auditorium | Comm. & Mktg. | Moye 107 | ext. 2148 |
| Chapel Auditorium | Campus Ministry | Walter Center | ext. 2397 |
| IFCC | IFCC | IFCC | 436-8888 |

Graduation

| | | | |
|--|-----------------|----------------|-----------|
| Application for degree | Registrar | Walter Center | ext. 2316 |
| Baccalaureate Liturgy | Campus Ministry | Walter Center | ext. 2397 |
| Caps, gowns, class rings & invitations | Bookstore | Bookstore | ext. 2420 |
| Commencement | Student Life | Providence 104 | ext. 2394 |
| Graduate Liturgy | Campus Ministry | Walter Center | ext. 2397 |
| Ring Blessing Ceremony | Campus Ministry | Walter Center | ext. 2397 |

Housing

| | | | |
|---|------------------|---------------|-----------|
| Conference (summer) | Residence Life | Pacelli Hall | ext. 2313 |
| Immunization, proof of Insurance, medical | Health Services | UWAC 112 | ext. 2341 |
| Meal plans | Residence Life | Pacelli Hall | ext. 2313 |
| On-campus housing | Sodexo Food Svs. | Main Building | ext. 2427 |
| | Residence Life | Pacelli Hall | ext. 2313 |

Services

| | | | |
|------------------------|---------------------|-----------------|-----------|
| ATM service | Main Building | first floor | ext. 2354 |
| Books | Bookstore | Bookstore | ext. 2420 |
| Check cashing | Business Office | Walter Center | ext. 2354 |
| Copy service | Print Shop | St. Ann's Hall | ext. 2422 |
| Disabilities services | Acad. Achievement | Flores Hall | ext. 2671 |
| Escorts, security | Univ. Police | Walter Center | ext. 2360 |
| | Univ. Police (p.m.) | Walter Center | 433-0911 |
| Fax service | Post Office | Providence Hall | ext. 2429 |
| Food service | Sodexo Food Svs. | Main Building | ext. 2427 |
| | Sub Conn./Freshens | UWAC Foyer | ext. 8910 |
| Health care | Health Services | UWAC 112 | ext. 2341 |
| ID cards | Assessment Center | Walter Center | ext. 2313 |
| International students | Kliesen Int. Center | Main 344 | ext. 2276 |
| Intramural sports | Campus Recreation | UWAC 117 | ext. 2443 |
| Lockers, academic | Campus Activities | UWAC 101 | ext. 2391 |

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|-------------------------|------------------------------------|------------------|-----------|
| Lockers, athletic | Campus Recreation | UWAC 117 | ext. 2443 |
| Lost and found | Univ. Police | Walter Center | ext. 2360 |
| Payments on accounts | Business Office | Walter Center | ext. 2354 |
| Postal services | Post Office | Providence Hall | ext. 2429 |
| Religious worship | Campus Ministry | Walter Center | ext. 2397 |
| Vending refunds | Development | Main 351 | ext. 2380 |
| Veterans' services | Financial Aid | Walter Center | ext. 2319 |
| Volunteer opportunities | Service Learning & Volunteerism | Worden School 23 | ext. 2759 |
| Wellness programs | Health Services | UWAC 112 | ext. 2341 |
| | Campus Recreation | UWAC 117 | ext. 2443 |

Student Organizations

| | | | |
|-------------------------------------|------------------------------------|------------------|-----------|
| Club Sports | Campus Recreation | UWAC 117 | ext. 2443 |
| Inter-Residence Hall Association | Residence Life | Pacelli Hall | ext. 2313 |
| Lake Ambassadors | Campus Activities | UWAC 108 | ext. 2208 |
| LIFE Program | Campus Activities | UWAC 108 | ext. 2208 |
| Recognized Student Organizations | Campus Activities | UWAC 101 | ext. 2391 |
| Resident Assistants | Residence Life | Pacelli Hall | ext. 2313 |
| Student Government Association | Campus Activities | UWAC 107 | ext. 2589 |
| Student Orientation Leaders | Campus Activities | UWAC 101 | ext. 2391 |
| University Programming Council | Campus Activities | UWAC 108 | ext. 2208 |
| vOLLunteer Unity Council | Service Learning & Volunteerism | Worden School 23 | ext. 2759 |

Traffic

| | | | |
|--------------------------|-------------------|----------------|-----------|
| University Police | University Police | St. Ann's Hall | ext. 2360 |
| University Police (p.m.) | University Police | St. Ann's Hall | 433-0911 |
| Public transportation | VIA Metro Transit | off-campus | 362-2020 |

Weekend College and Evening Degree Programs

| | | | |
|-------------|-----|-------------------|-----------|
| San Antonio | WEC | Providence 2-A | ext. 2382 |
| Houston | WEC | N. Harris College | ext. 8210 |