

UNIVERSITY *of* DUBUQUE

2019-2020 Student Handbook



UNIVERSITY *of* DUBUQUE

2019-2020 Student Handbook

Education is a continuing and changing process. To keep pace with this process, the University of Dubuque reserves the right to make changes in policies, rules, and regulations published in this Student Handbook without obligation or prior notice. The policies, rules, and regulations within the Student Handbook apply to all Undergraduate, Graduate, Seminary, and Physician Assistant students, as indicated. If questions or concerns regarding this handbook, please contact the Dean of Student Formation at MDurnin@dbq.edu or 563.589.3270.

The University of Dubuque does not discriminate on the basis of race, color, national origin, sex, handicap, disability, sexual orientation, or age. Persons having inquiries may contact the Director of Human Resources, University of Dubuque, Smith Hall, 2000 University Avenue, Dubuque, Iowa 52001-5099.

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UNIVERSITY of DUBUQUE and UNIVERSITY of DUBUQUE THEOLOGICAL SEMINARY



CAMPUS DIRECTORY

1. Charles C. Myers Library (LIB)
 - Academic Success Center
 - Learning Assistance Center
 - Sylvia's Common Ground
 - Coffee Shop
2. Smith Hall
 - Business/Finance
 - Education
 - Human Resources
 - Health Wellness and Sport
 - Safety/Security
3. Stoltz Sports Center
 - Athletic Administrative Offices
 - Jon Davison Court
 - Physical Education Offices
4. McCormick Gymnasium (MCCOR)
5. Jackaline Baldwin Dunlap Technology Center (TECH)
 - CGIM
 - CIS / Mathematics
6. Westminster Presbyterian Church
7. Steffens Colonnade
8. Blades Hall (BLADE)
 - Campus Ministry
 - Sgt. Jeffrey B. Dodge Veterans Center
9. Alumni Hall (ALUM)
10. William C. Laube Memorial Bell Tower
11. Van Vliet Hall (VANV)
 - Advancement Offices
 - Alumni Relations
 - English
 - History
 - Political Science
 - Speech Communication
 - UD for Kids
12. Severance Hall
 - Academic Affairs Office
 - Aviation
 - Philosophy
 - Psychology
 - Religion
 - Seminary Dean's Office
 - Seminary Faculty and Staff Offices
 - Sociology/Criminal Justice

13. Peters Commons (PC)
 - Babka Bookstore
 - Barbara and Jack Smeltzer Dining Hall
 - Center for Advising and Vocation
 - Food Service Offices
 - Office of Vocation, Civic Engagement, and Life Services
 - Student Housing
 - Student Life Office
14. University Science Center (USC)–Goldthorp Hall
 - Nursing
 - Sciences
15. University Science Center–Mary Chlapaty Hall
 - Sciences
16. University Science Center–Linda Chlapaty Hall
 - Physician Assistant Studies
17. Heating Plant
18. Aitchison Residence Hall (AITCH)
19. Charles & Romona Myers Center (MTAC)
 - Business Faculty Offices
 - Cashier
 - College and Seminary Admission
 - LIFE Offices
 - MAC Graduate Offices
 - MBA Graduate Offices
 - President's Office
 - Registrar
 - Student Accounts
 - Student Financial Planning
 - Wendt Center
 - University Relations
20. Mercer Birmingham Hall (MBIR)
 - Athletic Coaches' Offices
 - ROTC
21. Cassat Residence Hall (CASS)
22. Donnell Residence Hall (DONN)
23. Seminary Village
24. University Park Village (PV)
25. Conlon Colonnade
26. Oyen Field (Soccer and Lacrosse)
27. Maintenance/Housekeeping Offices
28. Chlapaty Sports Complex
 - A. Baseball Field
 - B. Chalmers Field
 - C. Douglas J. Miller Track
 - D. Frank Farber Tennis Courts
 - E. Softball Field
 - F. Ticket Booth

29. Chlapaty Recreation and Wellness Center (CRWC)
 - A.Y. McDonald Indoor Track
 - Birmingham Media Suite
 - Cottingham and Butler Fitness Center
 - DB&T – Presidential Suite
 - Ronald Sagers Conference Room
 30. University Parkway
 31. Marge Kremer Childcare Center
 32. Heritage Center (HRTG)
 - A.Y. McDonald Performance Lobby
 - Aitchison/Welch Choral Rehearsal Room
 - American Trust Lounge
 - Babka Theatre
 - Campus Post Office and Print Room
 - Charles and Elizabeth Bisignano Gallery
 - DB&T Fine and Performing Arts Suite
 - Farber Box Office
 - John and Alice Butler Hall
 - Linda Chlapaty Music Education Center
 - Mike and Betty's Ice Cream Shoppe
 - Sparty's Convenience Store
 - Straatmeyer Instrumental Rehearsal Suite
 - Susan Magill Smith Student Engagement Suite
 - First-Year Experience Office
 - International Studies
 - Multicultural Services
 - Student Activities
 33. Chlapaty Hall (first of three residence halls completed)
 34. Veterans Memorial Indoor Practice Facility
 35. Debra Runkle Center
 - Football Locker Rooms
- P. Parking Areas
 Visitor parking is available in the lot next to McCormick Street, by the football field, and in the Admission lot across from Charles and Romona Myers Center.
 Parking permits can be obtained from the Safety/Security Office located in Smith Hall to park in these areas.

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Definitions and Terms

College: Includes all semester-based, on-campus undergraduate programs.

Faculty Member: Any person hired by the University to conduct instructional activities related to academic programs.

Graduate: Includes programs in Physician Assistant Studies, Communication, and Management.

LIFE: Refers to accelerated undergraduate and graduate programs for adults offered in Dubuque, Cedar Rapids, and Tempe, Arizona.

Organization: Any number of persons who have complied with the formal requirements for University recognition.

Seminary: Includes graduate programs within the University of Dubuque Theological Seminary (UDTS).

Student: Any person taking courses at the University of Dubuque, including persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University.

Terms: “Shall” is used in the imperative sense. “May” is used in the permissive sense. “Policy” is defined as written rules or regulations of the University as found in, but not limited to, the Student Handbook and the Academic Catalog.

Title IX: Protection from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Traditional Residence Halls: Aitchison, Cassat, and Donnell Halls are the traditional on-campus residence facilities for students.

University: The University of Dubuque and all its programs and services related to undergraduate, graduate, and Seminary studies.

University Community: Any person who is a student, faculty member, University official, or any other person employed by the University.

University Official: Any person employed by the University who performs assigned administrative or professional responsibilities.

University Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.

ACADEMIC CALENDARS

UNDERGRADUATE AND GRADUATE STUDENTS

[All Registrar's office business DUE by 5:00 p.m. unless otherwise noted]

FALL 2019

| UNDERGRADUATE COURSES | Session I FACE TO FACE | Session I ONLINE | Session II FACE TO FACE | Session II ONLINE |
|---|-------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|
| Term Length | August 22 (Thur) – October 15 (Tue) | August 26 (Mon) – October 18 (Fri) | October 16 (Wed) - December 12 (Thur) | October 21 (Mon) – December 12 (Thur) |
| Last day to add (with instructor consent) | August 23 (Fri) | August 27 (Tue) | October 17 (Thur) | October 22 (Tue) |
| Last day to drop | August 28 (Wed) | August 30 (Fri) | October 22 (Tue) | October 25 (Fri) |
| Last day to withdraw | September 23 (Mon) | September 23 (Mon) | November 14 (Thur) | November 14 (Thur) |
| Grades due | October 20 / Noon | October 23 / Noon | December 17 / Noon | December 17 / Noon |

| | | |
|----------------|-----------------|---|
| August 15-16 | Thursday-Friday | Teaching & Learning Conference (for FT Faculty) |
| August 18 | Sunday | Move-In Day (Students) |
| August 19 | Monday | New Faculty Orientation |
| August 19-21 | Monday-Wed | New Student Orientation Classes begin |
| August 22 | Thursday | Full term courses – last day to add without instructor consent |
| August 28 | Wednesday | Last day to change registration to a P/F or from audit to credit or from credit to audit |
| September 2 | Monday | Labor Day no classes |
| September 5 | Thursday | Full term courses - Last day to add (with instructor's consent) or drop |
| | | Opening Convocation (10:45 a.m., Butler Hall) |
| October 1 | Tuesday | Graduation applications due in Registrar's Office for May 2020 grads & August 2020 grads (walking in May '20) |
| October 10 | Thursday | Mid-term for full-term courses |
| October 11 | Friday | Fall Break Day – no classes - University offices open |
| October 14 | Monday | Mid-term grades due in Registrar's Office |
| October 14-19 | Monday-Sat | Homecoming Week |
| October 22 | Tuesday | Full term courses - last day to withdraw & receive a "W" grade |
| October 28 | Monday | Spring '20 Online Registration begins for Seniors |
| October 30 | Wednesday | Spring '20 Online Registration begins for Juniors |
| November 4 | Monday | Spring '20 Online Registration begins for Sophomores |
| November 6 | Wednesday | Spring '20 Online Registration begins for First Years |
| November 25-29 | Monday-Fri | Thanksgiving Break |
| December 2 | Monday | Classes resume |
| December 6 | Friday | Full-term classes - last day |
| December 9-12 | Monday-Thurs | Final Examinations |
| December 12 | Thursday | December Commencement |
| December 17 | Tuesday | Fall & Session II grades due in Registrar's Office (by noon) |

www.dbq.edu/academics/registrar/academiccalendar -- Calendar Subject to Change

J-TERM 2020

January 7-23

| | | |
|------------|-----------|---|
| January 7 | Tuesday | Classes begin Last day to add a course with instructor's consent |
| January 8 | Wednesday | Last day to drop a course |
| January 16 | Thursday | Last day to withdraw from a course |
| January 20 | Monday | Martin Luther King Jr Day – <i>Classes in session</i> |
| January 23 | Thursday | Last day of J-Term classes |
| January 24 | Friday | Department Day |
| January 28 | Tuesday | J-Term grades due to Registrar's Office (by noon) |

SPRING 2020

| UNDERGRADUATE COURSES | Session I - FACE TO FACE | Session I - ONLINE | Session II - FACE TO FACE | Session II - ONLINE |
|---|-----------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| Term Length | January 27 (Mon) - March 24 (Tue) | January 27 (Mon) – March 20 (Fri) | March 25 (Wed) – May 14 (Thur) | March 23 (Mon) – May 14 (Thur) |
| Last day to add (with instructor consent) | January 28 (Tue) | January 28 (Tue) | March 26 (Thur) | March 24 (Thur) |
| Last day to drop | January 31 (Fri) | January 31 (Fri) | March 31 (Tue) | March 27 (Fri) |
| Last day to withdraw | February 26 (Wed) | February 26 (Wed) | April 24 (Fri) | April 24 (Fri) |
| Grades due | March 30 / Noon | March 30 / Noon | May 19 / Noon | May 19 / Noon |

| | | |
|-------------|-----------------|--|
| January 24 | Friday | Spring New Student Orientation / Department Day |
| January 27 | Monday | Full term courses begin |
| January 31 | Friday | Full term courses—last day to add without instructor's consent Last day to change registration to a P/F or from audit to credit or from credit to audit |
| February 5 | Wednesday | Spring Convocation (Butler Hall, 10:00 am) |
| February 7 | Friday | Full term courses—last day to add with instructor's consent or drop course |
| February 17 | Monday | President's Day—no day or evening classes |
| March 7-15 | Saturday-Sunday | Spring Break |
| March 16 | Monday | Classes resume |
| March 20 | Friday | Mid-term |
| March 23 | Monday | Mid-term grades due to Registrar's Office (by noon) |
| March 30 | Monday | Fall 2020 Online Registration begins for (current) Seniors |
| April 1 | Wednesday | Fall 2020 Online Registration begins for (current) Juniors |
| April 3 | Friday | Full term courses—last day to withdraw with a "W" grade |
| April 6 | Monday | Fall 2020 Online Registration begins for (current) Sophomores |
| April 8 | Wednesday | Fall 2020 Online Registration begins for (current) First-Years |
| April 10-12 | Friday-Sunday | Easter Break |
| April 13 | Monday | Classes resume |
| April 28 | Tuesday | Apex Celebration of Student Scholarship |
| April 30 | Thursday | Honors Convocation (9:00-10:30 am) |
| May 1 | Friday | Graduation applications due in Registrar's Office by 4:00 pm for August and December 2020 graduates (walking Dec. '20) |
| May 8 | Friday | Full-term classes—last day |
| May 11-14 | Monday-Thursday | Final examinations |
| May 15 | Friday | College Baccalaureate |
| May 16 | Saturday | Commencement |
| May 19 | Tuesday | Final grades due to Registrar's Office (by noon) |

www.dbq.edu/academics/registrar/academiccalendar -- Calendar Subject to Change

ACADEMIC CALENDARS

SEMINARY STUDENTS

August Term 2019

| | |
|------------------|---|
| July 8-20 | Online New Student “Foundations for Theological Learning” |
| July 22-August 4 | August Pre-load |
| August 3-5 | On-Campus New Student Orientation |
| August 5-16 | August Residency |
| August 19-30 | August Post-load |

Fall 2019

| | |
|-----------------------|--|
| September 3 | Fall Seminary Courses begin Online |
| September 9 | Residential Classes begin meeting |
| September 16 | Last day to add/drop |
| October 1 | Deadline for May Graduation Applications |
| October 8-14 | Study Days |
| October 28-November 8 | Registration for J-Term and Spring 2020 |
| October 28-29 | Council of Advisors Meeting |
| November 8 | Last day to withdraw with a “W” or change grading option |
| November 25-29 | Research and Thanksgiving Break |
| December 9 | Last day of Seminary Classes |
| December 11-14 | Seminary Final Exams |

J-Term 2020

| | |
|-----------------------|-------------------|
| December 26-January 5 | January Pre-load |
| January 6-17 | January Residency |
| January 20-January 31 | January Post-load |

Seminary Calendars Subject to Change • 3/27/19

SEMINARY STUDENTS

Spring & Summer 2020

Spring 2020

| | |
|----------------------|--|
| February 4 | Spring Seminary Courses begin online |
| February 10 | Residential Classes begin meeting |
| February 17 | Last day to add/drop |
| March 3-9 | Study Days |
| March 30- April 10 | Registration for Summer, August, and Fall 2020 |
| April 7-13 | Research and Easter Break |
| [TBD Spring Renewal] | |
| April 17 | Last day to withdraw with a “W” or change grading option |
| May 1 | Graduation Applications for December graduates |
| May 11 | Last Day of Seminary Classes |
| May 13-16 | Final Exams |
| May 15 | Baccalaureate |
| May 16 | Commencement |

Doctor of Ministry 2020

| | |
|-----------|-------------|
| May 20-27 | All Cohorts |
|-----------|-------------|

Summer 2020

| | |
|----------------|-----------------------|
| May 27-July 24 | Online Summer Courses |
|----------------|-----------------------|

Clarification:

Monday Classes In-Residence Fall 2019 (12 class sessions)

| | |
|--------------|-------------|
| September 9 | October 28 |
| September 16 | November 4 |
| September 23 | November 11 |
| September 30 | November 18 |
| October 7 | December 2 |
| October 21 | December 9 |

Monday Classes In-Residence Spring 2020 (12 class sessions)

| | |
|-------------|----------|
| February 10 | March 30 |
| February 17 | April 6 |
| February 24 | April 20 |
| March 2 | April 27 |
| March 16 | May 4 |
| March 23 | May 11 |

Seminary Calendars Subject to Change • 3/27/19

MISSION, VISION, and VALUES

The University of Dubuque is a private university offering undergraduate, graduate, and theological Seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.

Therefore, the University of Dubuque is committed to:

- A hospitable Christian environment which respects other faith traditions;
- Relationships which encourage intellectual, spiritual, and moral development;
- Excellence in academic inquiry and professional preparation;
- A diverse and equitable community where Christian love is practiced;
- Stewardship of all God's human and natural resources; and
- Zeal for life-long learning and service.

Developed and reaffirmed by the Board of Trustees, May 2016.

WENDT CHARACTER INITIATIVE

Shaping Character for Lives of Purpose

Character is about excellence as a whole human being in every aspect of one's life. It's about being the best person one can be—being all God created us to be. Our goal is to be excellent persons:

- People of integrity whose lives are characterized by truthfulness, honesty and stewardship;
- People of justice who treat all people fairly, respect diversity, and practice Christian love;
- People of compassion who live by the Golden Rule in service of others.

The Wendt Character Initiative seeks to promote a culture of character within the lives of the University of Dubuque's faculty, staff, and students, and to equip them to live out that character in service to the world. The Initiative is integrated into the curriculum, athletics, and student life, as well as sponsors particular programming, such as the Wendt Character Scholars, campus Character Lectures, faculty support, campus orientations, and an on-line research journal.

STUDENT SUCCESS COMMITMENT

University of Dubuque's Commitment to our students:

1. UD will be a place conducive to your intellectual and personal growth — promoting mental, physical, and spiritual health.
2. UD faculty and staff will care about you as a person.*
3. UD will have professors who excite you about learning.*
4. UD will connect you with educational, professional, and spiritual mentors.*
5. UD will encourage student critical and creative thinking through extensive research or projects lasting a semester or more.*
6. UD will model a diverse and equitable faith-based community where Christian love is practiced.
7. UD will provide a community where you can reflect and grow spiritually.

Student Commitment to their own success:

1. I will attend class and will promptly notify professors when I need an excused absence.
2. I will engage in extracurricular and organizational opportunities during my time on campus.*
3. I will participate in an internship, project, field or work experience that applies what I am learning in the classroom.*
4. I will understand my educational investment and learn to live a fiscally responsible life.
5. I will take strides toward becoming a life-long learner by being an active and prepared participant in class.
6. I will exhibit positive moral and ethical character through my words and actions.
7. I will practice behaviors that contribute to my mental, physical, and spiritual well-being.

Jeffrey F. Bullock, Ph.D.

Date

Student

Date

*Adapted from the Gallup-Purdue Index research on the impact of college experiences and a meaningful life.

OFF-CAMPUS CO-CURRICULAR DISCLAIMER

Students and faculty at the University of Dubuque are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students will be encouraged to attend campus events and, from time-to-time, to engage in off-campus activities that supplement on-campus instruction and activities. Students will often be required to provide their own transportation to and from off-campus activities and events that occur in the tristate area. The University of Dubuque will generally provide assistance with transportation upon request by a student, but assumes no obligation to do so. Students are required, as a condition of their enrollment, to assume all risk and liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.

UNIVERSITY POLICIES AND PROCEDURES ACADEMIC LIFE AT THE COLLEGE

Seminary students - See specific information in Seminary section.

The University of Dubuque's goal is to provide you with a high quality education. We will help you acquire the knowledge and skills that lead to a rewarding career. We will also encourage you to lead a meaningful life centered in service to the campus, your future community, and the world. Education at the University of Dubuque takes place both in the classroom and through your involvement in residence hall programs, student activities and organizations, athletics, campus ministry, student government, and service to the community.

There are opportunities to learn and grow everywhere. Getting an education involves learning about yourself, the world around you, and about what it means to be human. This can often be a challenge, but one of the great things about the UD community is that we are committed to helping you through this process of growth and change. You have joined a community of students and educators who are all learning. You will gain experience working on individual assignments as well as collaborating on projects as part of a team. You'll learn to think about your thinking; to question ideas that you have always taken for granted; to explore the foundations and implications of your attitudes; and to appreciate the insights of other people and cultures as they have searched for meaning, understanding, and hope. Throughout, study at the University of Dubuque takes place in a community where, as our vision says, "Christian commitment, intellectual integrity, and academic excellence are the basis for learning."

We expect great things of you. We expect that you will contribute frequently to classroom discussion. We expect you to wrestle with new ideas and present ideas of your own. We expect you to read and to explore forms and images in print and on-line. We expect you to support your classmates and to learn from them. We also know that you will make mistakes along the way. Each honest mistake is an opportunity for reflection and learning. Lifelong learning is our goal for you, and our standards are high. We will challenge you to develop your full potential. Education is a privilege. Students who are granted this privilege have a great opportunity, as well as a great responsibility, to use their education to be productive and contributing members of society.

ACADEMIC INTEGRITY

Graduate, Seminary, and LIFE students – See specific information provided in your program handbook.

The University of Dubuque expects students to be honest in academic matters. We expect each person on campus to be forthright and direct, and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards, Christian commitment, and with the Mission and Values of the University.

Please see the Values Violations section for appropriate definitions, procedures, and possible sanctions related to Academic Dishonesty.

CLASS ATTENDANCE

Graduate, Seminary, and LIFE students – See specific information provided in your program handbook.

One of the biggest differences between students who succeed in college and those who fail is class attendance. Even if you have a detailed syllabus, you cannot know what professors are emphasizing unless you attend class. When you are in class, you will have experiences that will help you build your own understanding. You will profit from in-class assignments. You will have up-to-date information about mid-course schedule changes and content additions or deletions. You will develop a network of classmates with whom you can form study groups. Most importantly, you will get to know your professors, and they will get to know you and understand that you are trying hard and are motivated to do well. These impressions can positively affect the way you are evaluated.

If you miss class due to illness, athletics, or any other reason, you are responsible for notifying your instructors of the reason for the absence and developing a plan for making up any missed work (if allowed by the instructor.) Student-athletes participating in an athletic event will be excused from classes provided that they have an acceptable attendance record in the class. It is the responsibility of the student to notify the instructor in advance of any absences and it is up to the individual student to make arrangements to make up any missed work. Only the instructor can determine the impact the absence will have on the student's final grade.

The Student Life office is available to students to send an official notification to students' professors in an emergency situation or when a sensitive condition exists that necessitates students missing classes (e.g., an emergency, death in the family, funeral services, family or personal illness, mental health situations, etc.) In these circumstances, please email MKruser@dbq.edu, call 563.589.3128, or stop by the Student Life office in Peters Commons for assistance. The Dean's office will send an email to the student's professors that serves as official notification of the absence, but only faculty can grant excused absences. The student is encouraged to contact their professors personally, when and/or if able, to share what details they feel comfortable with, as well as about any make-up work or tests that may have been missed during the absence.

Students should take a *Student Medical Referral Form* to all medical appointments so the physician can indicate if the student should be medically released from participating in athletics or classes.

The Health Services office is available to assist students in making a medical, dental, or other appointment as needed. Staff will provide the student a *Medical Referral Form* when their

appointment is arranged. If the student arranges their own appointment and is advised that they not participate in athletics or attend class, medical documentation should be turned into the Health Services office for verification.

For the health and safety of the student and the UD community, if you have a contagious illness, you must notify the Health Services Office (EBarsema@dbq.edu) or the Student Life office (MDurnin@dbq.edu) as soon as possible. Should the medically verifiable absences be significant, the student is encouraged to contact the Academic Dean's Office in Academic Affairs to discuss their available academic options.

FERPA (Family Educational Rights and Privacy Act)

As custodian of student records, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and amended in 1998, the University assumes the trust and obligation to ensure the full protection of student records which includes maintaining the confidentiality of educational records. The University has developed policy guidelines for access to educational records with respect to the rights of eligible students and parents of dependent eligible students. Educational records maintained by the University are considered confidential, except for directory information and information that is exempt from the need for consent. Information that may be disclosed may be released publicly in verbal, printed, electronic, or other form. The administrative procedures outlined in this section are to be compiled by University personnel who have or accumulate educational records, which are in a personally identifiable form. Students may direct questions regarding FERPA and the regulations to the Registrar and the Dean of Student Formation in Student Life.

ACCESS TO STUDENT RECORDS

The FERPA policy affords students certain rights with respect to their education records. They are:

1. The **right to inspect and review the student's education records** within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Head of the Academic Department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The **right to request the amendment of the student's education records** that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The **right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person, company, or agency with whom the University has contracted (such as an attorney, auditor, or collection agent); a person on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to refuse to let the institution disclose designated directory information. The University has designated the student's name, UD assigned e-mail address, academic program, academic level, current enrollment status, attendance dates, degrees and awards received as directory information. If a University student does not want any or all the information designated as directory information, he/she must complete the *Non-Disclosure Form* (available in the Registrar's Office).
5. The **right to file a complaint with the U.S. Department of Education** concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

ELECTRONIC DEVICES IN THE CLASSROOM

The University of Dubuque aims to provide an optimum environment for teaching and learning. To this end, we encourage all members of the campus community to be considerate in their use of cell phones and other electronic communication devices. No conversation on a cell phone should take place when a class, meeting, or other public event (such as convocation or concert) is in progress. In general, all electronic devices should be turned off inside the classroom. When it is necessary to leave such devices turned on, however, all members of the University of Dubuque community should make every effort to receive only non-audible signals. Faculty members may establish specific policies for the use of electronic devices in their classrooms. Students will be informed of the policies by the individual instructor at the beginning of the term.

INVOLUNTARY MEDICAL WITHDRAWAL

The University reserves the right to withdraw a student if it feels that the safety of the student and/or its members could be jeopardized and has documented information which could suggest a serious medical condition that has obstructed one's educational attendance, participation, or residential life in a designated semester. A recommendation in favor of an involuntary medical withdrawal will be submitted to the Dean of Student Formation and/or the Vice President for Academic Affairs. Recommendations for Involuntary Medical Withdrawal are made only after extensive involvement with a student in an effort to support voluntary withdrawal has been established and after alternative actions have been exhausted.

GRIEVANCE PROCEDURES

Students wishing to file a grievance should do so through the following offices:

- Undergraduate Academic Issues: Vice President for Academic Affairs or Associate Dean for Undergraduate Studies, Academic Affairs Office, Severance Hall.
- Graduate Academic Issues: Dean for Graduate & Adult Studies, Academic Affairs Office, Severance Hall.
- Physician Assistant Program: P.A. Program Director Office, University Science Center
- LIFE: Director of LIFE Academic Programs, Academic Affairs Office, Severance Hall.
- Seminary Issues (Academic/co-curricular): See process in Seminary section.

If a student is unsure whom to contact or how to proceed, the student should consult the Vice President for Academic Affairs (Severance Hall, 563.589.3202).

CAMPUS LIFE

[Graduate, Seminary, and LIFE students – See additional information provided in your program handbook.]

Student Activities 563.589.3583

The Office of Student Activities (OSA) offers a wide variety of activities for the student body. OSA advises student organizations, plans programs for all students, and oversees Homecoming activities. OSA also advises the Student Activities Board (SAB) in the planning and implementation of campus-wide social programming, advises the Greek Council, and assists in advising the Student Government Association (SGA). OSA is also the hub for all active student organizations' communications, finances, and event coordination. Additional information about OSA can be obtained by visiting the OSA office (306 Heritage Center), or email (OSA@dbq.edu), or visiting the OSA website at www.dbq.edu/CampusLife/OfficeofStudentLife/StudentActivities.

Student Organizations

There currently are more than 60 student organizations on campus. Most of these organizations sponsor events for the entire UD community throughout the year. For more information on student organizations, please contact the Office of Student Activities (OSA) at OSA@dbq.edu, or visit the OSA website at www.dbq.edu/CampusLife/OfficeofStudentLife/StudentActivities/studentorganizations.

Starting a New Student Organization

Any student or group of students may start a new organization on campus if they see a need not being met by current organizations and activities. In order to start a new student organization, you must submit a petition for recognition as a student organization following the process described below.

A petition for recognition shall include: 1) Application for Student Organization Recognition Form, which includes the name and purpose of the organization, signatures of ten interested students, and signature of the proposed advisor(s); 2) constitution and bylaws; and 3) information regarding any national, state, or local affiliations. A model constitution is available from the Director of Student Activities for you to use as a basis for writing one for your organization.

In order for a new organization to be recognized, this petition must be approved by the Director of Student Activities, the Student Government Association, and the Dean of Student Engagement and Services. The Director of Student Activities will first review the petition and go through the constitution and bylaws in detail with the organization. Once the Director has approved the petition, it will be forwarded to the Student Government Association (SGA) for approval. The SGA president will contact the organizer to let them know what date to attend the SGA meeting to present their petition. If approved by SGA, the Dean of Student Engagement and Services will then review the petition for final approval.

Students wishing to start a social fraternity or sorority will need to complete the above steps, as well as seek approval with the Greek Council. Information on this process can be obtained by meeting with the Director of Student Activities.

Student Organization Policies

Privileges of Recognized Student Organizations

Official recognition by the OSA, SGA, and the Dean of Student Engagement and Services grants the following privileges to student organizations, subject to official procedures and regulations:

- Ability to reserve University facilities.
- Permission to advertise on campus and to the college community in a broad manner.
- Eligibility to request allocation of funds from the SGA.
- Right to establish dues and sponsor fundraising projects.
- Eligibility for awards and honors given to University organizations.
- Inclusion in the student organizations list on the OSA webpage, new student involvement forms, and the yearbook.
- Participation in the annual Involvement Fair, with advanced registration.
- Use of student organization resources available in the OSA including poster paper and markers, colored copy paper, and computers.
- Use of a student organization mailbox, located in the OSA, to facilitate communication with the University and to receive mail from external sources.

Responsibilities of Recognized Student Organizations

Official recognition by the Director of Student Activities, SGA, and the Dean of Student Engagement and Services requires student organizations to uphold the following responsibilities:

- Attend monthly SGA student organization forums, held the first week of each month.
- Complete an annual registration form in the spring of each year or at the time of officer transition, and maintain registration throughout the year by keeping officer information current with the Director of Student Activities.
- Check the organization's mailbox in OSA on a weekly basis.
- Abide by the organization's constitution and bylaws and submit any changes to the Director of Student Activities.

Failure to uphold these responsibilities may result in action taken by SGA or the OSA.

Recruitment and Initiation for Membership

The following policies must be followed by all organizations that require students to go through a formal recruitment and initiation activities before they become members. This process was formally

known as “pledging.” This includes, but is not limited to, social fraternities and sororities. Failure of organizations to properly complete these procedures will result in a review of their organizational status by the Director of Student Activities and the Dean of Student Engagement and Services. This may result in loss of their current recruitment class, suspension of organizational privileges, revocation of the group’s approval from the University, and/or disciplinary action toward the organization and/or individual members.

All organizations conducting formal recruitment and initiation activities must submit a detailed list of all activities and have all activities approved by the Director of Student Activities, or his or her designee. This includes any group or individual activities that potential new members are asked to participate in during the recruitment and initiation process. Asking potential new members to change their appearance in any way or carry any items is also an activity and must be detailed on that form. Failure to complete this form by the due date will result in no recruitment activities being allowed by that organization for that recruitment period, and therefore no recruitment class for that organization.

All organizations must have a faculty or staff advisor in attendance at all of their initiation week events. The faculty or staff advisor should also be encouraged to attend all other recruitment activities.

All active members and potential new members must attend an informational meeting with the Director of Student Activities, or his or her designee, before the start of recruitment. If active members do not attend their meetings, the organization will be ineligible to have a recruitment class. Any potential new members that are not in attendance at their meeting will be ineligible to participate in recruitment.

All potential new members must maintain academic responsibilities during recruitment. In this effort, all potential new members must have at least a 2.0 GPA (cumulative on a 4.0 scale) based on the fall semester prior to new member orientation in order to participate. The Office of Student Activities will check the GPA of potential new members, and during recruitment and initiation all potential new members will be required to submit weekly signed class attendance sheets to the Director of Student Activities, or his or her designee. Any potential new members who do not submit completed and signed attendance sheets by the set deadlines will automatically be removed from the recruitment process. Individuals removed from the recruitment process will be unable to attend recruitment or initiation activities, and will not be members of the organization.

Recruitment and initiation activities must not begin prior to 8:00 a.m. and must end no later than midnight on Sunday-Thursday and 1:00 a.m. on Friday-Saturday. The period between these times shall be free time for the potential new members to do as they wish and cannot be used for completion of recruitment responsibilities.

Recruitment and initiation activities are limited to eight (8) total hours Sunday-Thursday. All recruitment and initiation activities must not exceed three (3) total hours per day Sunday-Thursday. Recruitment and initiation activities are limited to twelve (12) total hours Friday-Saturday. All recruitment and initiation activities must not exceed seven (7) total hours per day Friday-Saturday. Certain approved all-Greek activities may not be included in the hours.

No recruitment or initiation activities may be conducted in the dining hall during meal times, in classrooms during class sessions, or in the library at any time.

At no time may any alcohol be present in recruitment activities whether in liquid or previously consumed. This includes potential new members, active members, alumni, brothers/sisters, and anyone else at the recruitment activities.

Hazing

The University of Dubuque prohibits hazing. Any organization found guilty of hazing is subject to having its charter revoked. Hazing is defined as follows: "Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with, an organization regardless of a student's willingness to participate in the activity." Such actions and situations include, but are not limited to:

- Forcing or requiring the drinking, eating, or injecting of any substance.
- Calisthenics (push-ups, sit-ups, running, etc.).
- Paddling or other physical striking of any nature.
- Road trips or kidnapping.
- Scavenger hunts which involve activities that are illegal or a violation of University policies.
- Creation of excessive fatigue.
- Physical and psychological shocks.
- Wearing apparel that is conspicuous and not normally in good taste.
- Requiring that a person not maintain good personal hygiene in regard to their person or clothing.
- Requiring a person to carry an animal, fish, bird, or reptile (living or dead).
- Nudity or partial nudity.
- Morally degrading or humiliating games or activities.
- Wearing apparel that is not suitable for weather conditions.
- Verbal abuse.
- Requiring persons to perform ridiculous activities.
- Requiring persons to perform personal service to others (running errands, carrying books, etc.)
- Forcing or requiring the violation of University of Dubuque, federal, state or local laws.

Student Government Association (SGA) SGA@dbq.edu

The Student Government Association (SGA) exists to enable all undergraduate students to take part in making positive contributions to the University of Dubuque and local communities. SGA claims its existence in the formulation of ideas, student leadership, cooperation, and equal representation. The purpose of SGA is to unite the entire student body, be the official governing body of all student organizations, stimulate student leadership and involvement throughout the campus community, aid in establishing a sense of responsibility and fellowship among undergraduate students, be the official voice for the unified student body, act as a sounding board for student ideas and concerns, serve as a forum for communication among all student constituencies, constitute the legislative body that makes decisions for the general student body, and aid in maintaining healthy relationships with the Seminary Student Council, the local community, and the faculty and staff of the University.

Intercollegiate Athletics 563.589.3227

The University of Dubuque's Athletic Department is host to twenty NCAA Division III sports. Women compete in ten intercollegiate sports: basketball, cross country, golf, women's lacrosse, soccer, softball, tennis, indoor and outdoor track and field, and volleyball. Men compete in eleven sports: baseball, basketball, cross country, football, golf, soccer, tennis, men's lacrosse, indoor and outdoor track and field, and wrestling. All teams belong to the American Rivers Conference. For additional athletic information contact the Athletic Office at (563.589.3227) or the UD website.

Intramurals-Recreational Sports Program 563.589.3845

The Intramural-Recreational Sports Program seeks to promote wellness, develop friendships, and encourage the wise use of leisure time. To be eligible to participate in UD's intramurals, an individual must be a University of Dubuque student, faculty, or staff member. More than 20 activities are offered each year for participants of all skill levels and abilities. Intramural sports provide a great opportunity to exercise, meet people, and compete.

Wellness Program 563.589.3449

The goal of the Wellness Program is to encourage a healthy, balanced lifestyle for all members of the University of Dubuque community. The UD Wellness Program provides students, faculty, and staff diverse opportunities that strive for an optimal state of health. The UD Wellness Program includes access to facilities, group exercise classes, and education.

HOUSING INFORMATION

Appliances

In traditional residences and pod-style residence halls, UL (Underwriter's Laboratories) appliances, such as a hair dryer, curling iron, Keurig, etc., are allowed. Stereos, video players, and televisions are also allowed. Air conditioners, ceiling fans, washers, dryers, and floor space heaters are **not allowed**. However, air conditioning units may be allowed with medical documentation. See the Assistant Dean/Director of Residence Life for approval before purchase or installation. UD does not supply individual air conditioning units for students.

Assignment of Housing

It is the understanding of the University and the student that all housing assignments are subject to availability. Housing and roommate assignments are made through the Office of Residence Life. To reserve a space, students must complete the University admission process, pay the required housing deposit for full-time students, complete a Residence Hall Application, and sign a Residence Unit Contract. Race, color, national origin, sexual orientation, and religion are not considered in housing and roommate assignments. The University reserves the right to make all final decisions on housing and roommate assignments. Returning students are assigned housing upon request and are given priority based on class status and student conduct history. New students are assigned housing according to specific requests and the result of the Residence Hall Application process. The University reserves the right to determine the best utilization of space based on housing demand. The University also reserves the right to terminate the housing assignment due to a student's failure to engage in the learning process.

Cable Service

Basic cable service is available in all residence hall rooms, campus houses, apartments, and town houses. Pay-channel service is not available. The basic cable charge is included in the resident's room charges. A resident must have a cable-ready television in order to receive this basic service. Students using older, cable-ready televisions may check out a cable converter box for the year if needed. Please see the Office of Residence Life for assistance.

Candles and Incense

Open flames or smoldering devices, including such items as candles, incense, laboratory burners, stoves, torches, etc., cannot be used in any area of the residence facilities. No candles may be kept in student residences, even for decorative purposes, per order of the Fire Marshall.

Check-In/Check-Out Procedures

Check-In: Upon arrival, students complete check-in information and receive keys to the exterior doors of the residence facility, townhouse, house, or apartment and to your room (if applicable). A Residence Room Condition Form will be completed for each resident to identify current damages or problems. At check-out, any discrepancies between current room/residence conditions and those reflected by this form may result in damage charges.

Check-Out: When leaving a University residential facility or changing rooms or residences, you must be checked out by an official housing staff member. The staff member will inventory the room or residence to assess damages and cleanliness, and to retrieve all keys. If anyone fails to properly check-out, a minimum fine of \$50.00 will be assessed for Improper Check-out, in addition to any other charges for damages.

Christmas Decorations and Decorative Lighting

Live trees are not permitted in the residence facilities because of the potential fire hazard. Likewise, Christmas lights and similar lighting products are not allowed in the residence facilities at any time of the year.

Common Areas

Common areas such as bathrooms, hallways, and lounges in the traditional residence halls and pod-style residence hall are cleaned Monday through Friday and are monitored on weekends. Unusual wear, messiness, or damage to these areas will result in extra cleaning charges assessed to the individual(s) responsible. In the townhouses, Park Village apartments, and University houses, residents are responsible for cleaning their own common living areas.

Furniture provided by the University in any common area must remain in the areas for use by all residents. A variety of lounges are provided for students. Each traditional hall and pod-style residence hall has study lounge facilities and a television lounge. At least one lounge in each building is considered open and may be used by both male and female students during the stated visitation hours. For the safety of all residents, public lounges, hallways, and/or public walkways should remain clear of obstruction. (*See Guest and Visitation Policy for additional information.*)

Computers

Residence hall rooms, Park Village apartments, campus houses, and the townhouses are equipped with computer network connections. Residents must follow instructions from the Office of Technology to connect to the University network.

Cooking

Park Village apartments, houses, and townhouses include a stove/oven, microwave, and refrigerator. Pots and pans, etc., are not provided.

Cooking in Aitchison, Cassat, Donnell, and Chlapaty residence halls is limited to a microwave oven or a hot-pot (which is used primarily for heating small amounts of water.)

A full-size electric stove is available for use in the kitchen area of each residence hall. You may use your own pots and pans or check some out from your Resident Assistant. Electric appliances that may not be used include, but are not limited to, broilers, toasters or toaster ovens, deep fryers (immersion heaters), fry pans, hot plates, or any appliance that has an open coil for heating. Appliances relying on gas, oil, charcoal, or wood for heat may not be used inside any facility.

Students are responsible for demonstrating proper food handling techniques and preparation.

Damages

Occasionally damage will take place within a residential facility. As members of this community, it is important that each person takes responsibility for his or her actions. This means accepting responsibility if your actions cause damage to the facility either intentionally or unintentionally. Damage, other than normal wear and tear, will be billed to the individuals responsible in the case of residence hall damage. If individuals' responsibility cannot be determined, all roommates, suite mates, floor mates, and/or building residents may be held jointly responsible for damages that occur during the year. Damages for which no one wishes to take responsibility may result in disciplinary sanctions, so it is to your benefit to speak out when damages are observed. Cleaning charges may be assessed if the residence facility is not left in a reasonable state of cleanliness.

Electrical Information/Service

There are electrical outlets provided in each residence facility. If the power goes out, please contact a member of the hall staff or call Campus Safety and Security at 563/589-3333. Staff will restore power to your residence. Appliances responsible for repeated electrical failures will be banned from the facility. For general utilities information, see "Utilities" section.

Emotional Support Animal Policy

The University of Dubuque recognizes that some individuals may require an Emotional Support Animal. However, UD does NOT allow such animals on campus. For more information about your housing options, please contact the Dean of Student Formation at MDurnin@dbq.edu.

The University of Dubuque supports the use of certified service dogs on campus as per federal law.

Extension Cords

The City of Dubuque Housing Code prohibits the use of extension cords for permanent wiring in any rental unit. University residential facilities are included in this policy. For temporary hookup, it is recommended that surge protected power strips be utilized.

Fire-Fighting Equipment and Alarms

Fire-fighting equipment and alarms are placed in the residential facilities for your protection. Any student setting fires, tampering with, or misusing fire-fighting equipment (i.e., extinguishers and smoke detectors) is subject to disciplinary action and/or prosecution under Iowa Statutes which includes a minimum \$750 fine. Refer to the Emergency Procedures section for further information regarding fire and other emergency procedures. Any student setting off a false alarm anywhere on campus is subject to disciplinary action that could result in possible suspension or expulsion from the University.

Furnishings in the Residence Facilities

Each residence hall room (Aitchison, Cassat, Donnell, and Chlapaty) is furnished with a bed frame, mattress, desk, chair, closet space or wardrobe, and chest of drawers for each student. Drapes or blinds, microwave, and refrigerator are also provided in each traditional hall room. This property is to remain in the room at all times and should not be removed or disassembled in any way.

Rooms in Park Village Apartments and furnished townhouses are equally furnished in each bedroom. The common areas are equipped with a couch, chair(s), a coffee table, and kitchen table and chairs. The kitchens are fully equipped with a stove, oven, refrigerator, and dishwasher. Note: Residents in Park Village are not required to purchase a meal plan.

Under no circumstances may furnishings or appliances be removed from, or exchanged among, housing units without the written permission of the Assistant Dean/Director of Residence Life.

Game Equipment

Each front desk in the traditional and pod-style residence halls has a variety of games and equipment for resident use by presenting their student ID card.

Guests & Visitation Policy

Residents are welcome to have guests visit campus within the following guidelines:

- ***ALL guests who visit University housing, must be registered prior to entering a UD housing facility.*** The hosting resident must notify their Resident Assistant of their guest(s) with the name of the guest, relationship of the guest to the hosting resident, and guest exit time prior to the guest's access to any UD housing facility.
- The hosting resident must obtain the permission of their roommate(s) prior to guest arrival.
- Guests (of the opposite gender or in a romantic relationship with the host) may NOT stay in the residence facility beyond visiting hours (see Visitation Hours below.)
- Guests (of the same gender or not in a romantic relationship with the host) may stay in the residence facility for no more than two nights consecutively, and no more than three days in a two-week period.
- No guests under the age of 18 are permitted in the halls unless the guest is a sibling of a

resident.

- The hosting resident must escort their guest(s) at all times while in any residence facility on campus.
- Guests are not permitted to use the restroom facilities of the opposite gender. The resident host must escort their guests to another restroom facility if on another floor or in another building.
- Guests must observe all University policies and are the responsibility of the resident host. The resident host is responsible to inform their guests of University policies. If guests fail to adhere to University policies, they will be asked to leave the residential facility. In cases where the guest of a resident violates a University policy, the hosting resident will be subject to student conduct consequences.
- The maximum number of guests in any given room is determined by fire code.
- Persons who have been evicted/removed from UD housing for any reason are not permitted to return to any UD housing facility as guests or visitors.

Cohabitation (living together) with persons other than designated roommates and sexual behaviors illegal under Iowa statues is not permitted at any time. Any students sharing the same residence unit while in a romantic relationship would be a violation of the spirit of the University's Guests & Visitation Policy. At no time may a student take up residence in a room, house, or apartment which he or she is not assigned to. The presence of someone else's clothing, toiletries, etc. may be interpreted as cohabitation and is subject to disciplinary action.

Visitation Hour Restrictions: Any person other than the resident of their own residence unit, guests of the opposite gender, guests with whom the host resident is in a romantic relationship, and any guest not checked in following the Guests & Visitation Policy are restricted from being in the residence halls during the following hours:

- Midnight to 10:00 a.m. – Sunday through Thursday
- 2:00 a.m. to 10:00 a.m. – Friday and Saturday

Although the University has established guest and visitation hours, a student's right to study, sleep, and exercise control over their personal space ALWAYS supersedes those of a guest. A guest whose behavior or presence detracts from the community atmosphere or impinges on any resident will be required to immediately vacate housing facilities. The Residence Life Office staff will actively intervene if conflicts arise between roommates with respect to the Guest & Visitation Policy.

The University does not assume responsibility for personal accident, injury, or illness sustained or caused by residents or guests of residents.

Haircutting Policy

Residents interested in cutting hair must do so within their own residence unit. It is the responsibility of each resident to clean up after themselves.

Housing: Residency Policy, Contracts, Unit Availability, and Charges/Refunds

The University of Dubuque provides a variety of housing options for students, and strives to accommodate students with individual requests. Housing assignments are based upon established criteria.

Housing Residency Policy:

All full-time undergraduate students having earned less than 90 credit hours by the start of the Fall semester are required to live in University housing units. Residents in a traditional housing unit (Aitchison, Cassat, and Donnell) or Chlapaty Hall are required to participate in a board (meal) plan. Residents in Park Village, a campus house, or a townhouse unit are not required to purchase a board (meal) plan, but may do so if they wish.

A student who wishes to be considered for exemption from the Residency Policy must contact the Residence Life Office and apply for an exemption. This process could take up to 30 days. Criteria in order to apply and be considered for an Exemption from the Housing Residency Policy must meet one of the following criteria:

- Married and living with spouse;
- Living with a child/children or legal dependent(s);
- Living with and commuting daily from the home of an immediate relative (parent, grandparent, sibling, or legal guardian) within 50 miles of Dubuque.

Please note that students falling within the terms of the Residency Policy who have not been provided written notification of an approved exemption will be assigned campus housing and held accountable for related room and board (meal) plan costs. The housing assignment process for returning students begins in early Spring, so plan accordingly.

Residence Unit (Housing) Contracts:

All students residing in UD-owned housing facilities are required to sign a Residence Contract. A resident living in a UD residence unit must adhere to the terms of their signed Residence Contract and the policies and procedures in the Student Handbook. (**LIFE and PA Students – See additional information provided in your program handbook.*)

Single Unit Contract: This contract is for all students living in UD housing who do not fall into the Married/Living with a Dependent or Physician Assistant categories. The Single Unit Residence Contract is for housing accommodations for the ACADEMIC YEAR (defined as the day before Fall semester classes begin thru the day following May graduation), or if moving in after the beginning of the Fall semester, from the first day of occupancy through the remaining portion of the academic year. **PLEASE NOTE:** A housing fee will apply if a student remains in their housing unit during Winter Break, J-Term (without taking a J-term class), or Summer. (See Housing for Breaks below for details.)

Married/Living with a Dependent Unit Contract: This contract is specifically for students living with a spouse or a dependent. The terms and length of the contract (typically 12 months) are based upon the specific housing unit the resident is assigned. Housing units available for students living with a spouse or a dependent include UD-owned houses and

townhouses units. Students who are married or living with a dependent are not permitted to live in the residence halls (Aitchison, Cassat, Donnell, or Chlapaty), in Park Village apartments, or with other students in UD campus housing. *If your status changes while living on campus, please contact the Director of Residence Life for housing options.*

Physician Assistant Contract: This 12-month contract is specific to students in the Physician Assistant program only. Students are typically housed in a townhouse or campus house. *Please see the Residence Contract-P.A., Student Accounts for billing guidelines, and Residence Life for additional information.*

Please note that once a Residence Unit Contract is signed, residents will be held to the conditions of the contract, and are liable for the full extent of the terms, agreements, and costs associated with their housing assignment, unless released through the Residence Life Appeals Board process. Residents who wish to be released from their signed Residence Contract prior to the expiration of the contract must contact the Residence Life Office and complete an application to be released from their housing contract. **PLEASE NOTE: If students are approved for release from their housing contract, students will still be required to pay 40% of their remaining room and board (meal plan) contract fees, prorated through the date of check-out.** Residents will not be allowed to simply buy-out the contract by paying the 40% fee.

If students are NOT RELEASED from their housing contract, they will still be required to pay the full remaining room and board costs associated with their signed contract.

UD housing is not available as temporary housing; a semester or annual contract is required for all students living in UD housing.

Housing Availability during Break Periods

THANKSGIVING AND SPRING BREAKS: All Residence Contracts for UD campus housing cover Thanksgiving and Spring breaks; all UD housing will remain open and no additional fee will apply if staying in your assigned housing unit over these two breaks. Students MUST register to stay. Forms are available in the Office of Residence Life.

WINTER BREAK: Winter Break is identified as the day after December graduation (December 13, 2019) until the Sunday before Spring term begins (January 26, 2020.) **ALL UD housing units* (including residence halls, Park Village apartments, houses, townhouse apartments, etc.) will officially close during the Winter Break. A day rate (\$25.00 per day) will be applied to your student account for each part of a day you are on campus during Winter Break.** Students may receive permission, by requesting an exemption to the policy, to stay on campus because of special circumstances, in-season sports, or for University business. *(Exemption Request forms will be available in the Residence Life Office.)*

J-TERM: Students registered for a UD J-term class and wishing to stay in housing during J-term will not be charged an additional housing fee during J-term. All students who wish to remain in campus housing during J-term **must register in advance** with the Residence Life Office. Students who enter a hall unauthorized during a break will be subject to disciplinary sanctions.

Residents NOT taking a UD J-term class, but staying on UD campus over J-term, will be charged a day rate (\$25.00 per day) for each part of a day you are on campus during J-term.

*Residents who have signed a Family Residence Contract or a Physician Assistant Contract will be allowed to stay in their assigned housing units over break periods, as per the terms of their contract.

It is important to note that there is limited food service available during any University break. The student is responsible to plan for their own meals during University breaks.

Housing for Summer

On campus summer housing will only be available for UD students who meet all three of the following criteria:

- Lived in UD campus housing the previous spring semester;
- Are enrolled in a face-to-face UD Summer class; and
- Are assigned Fall semester UD campus housing.

Students who meet all three of the above criteria must apply by May 1st to live on campus for any part of the summer. Forms are available in the Residence Life Office. Each application will be evaluated on its own merits. A **summer housing rate (\$120 per week)** will be applied to students' accounts for any portion of a week student or their belongings occupy a space on campus. Students who are approved to live on campus may be required to move from one housing unit to another unit to allow maintenance and cleaning staff accessibility to prepare for the upcoming academic year.

For students who remain in UD campus housing for any part of the Summer (*defined as the day after May graduation through the beginning of Fall semester*), who do not meet the above criteria, will be assessed a housing **Day Rate (\$85 per day)** for each day you or any of your belongings occupy a space on campus. Students who have signed a Physician Assistant or Family Residence Housing Contract are exempt from this Summer Day Rate per their contract. *Contact the Director of Residence Life for additional information regarding Summer housing details.*

Housing Charges and Refunds

The room and board (meal plan) charges for the University of Dubuque are published annually and are based upon the specifics of your residence unit and program.

Room charges and board charges are refundable as per refund guidelines; except if the student is removed from the UD campus housing for disciplinary reasons, then no refund will be given. Damage to any housing facilities and/or their furnishings beyond normal wear and tear will be charged to the students' accounts. *Please see the Residence Contract and the sanction section of the Student Handbook for additional explanation, or contact Student Accounts with billing guidelines.*

Housing Staff

Dean of Student Formation: The Dean of Student Formation co-leads the Student Life Department leads the department in executing its mission to promote student formation and facilitate dynamic learning communities centered in quality residence units and family housing accommodations. The Dean of Student Formation works closely with the other housing staff and other departments across campus to develop the whole student both on and off campus.

Assistant Dean/Director of Residence Life: The Assistant Dean/Director of Residence Life works closely with the entire Residence Life staff to plan, direct, and administer all aspects of the operation of the residential system. This includes administrative duties, maintenance, safety and security, programming, and meeting regularly with students to discuss personal, academic, and social concerns. The Assistant Dean/Director of Residence Life reports to the Dean of Student Formation.

Resident Director / Area Coordinator / Hall Director (RD/AC/HD): These hall directors directly supervise and administer their assigned residence facility. They supervise the resident assistants and work cooperatively to assist students in taking advantage of academic, cultural, spiritual, physical, and social opportunities. They report to the Assistant Dean/Director of Residence Life.

Senior Resident Assistant / Resident Assistant (SRA/RA): All Resident Assistants are specially trained students living in the University residence halls. They will assist students in achieving their goals at the University of Dubuque by sponsoring programs of interest, explaining and enforcing specific University policies and regulations, acting as a resource for students, and getting to know students personally. The Resident Assistants report to their respective hall director and the Assistant Dean/Director of Residence Life.

Insect and Pest Control

The University has contracted with a local pest control company to perform regular spraying for insects in each residence facility. Although the fumes are not toxic to humans, some individuals are sensitive to the odor. If you observe insects in your room or residence facility, please report it to your Resident Assistant or residence facility staff. Remember that you play a key role in keeping pest problems to a minimum. Please empty your trash regularly. There will be announced room/residence inspections for health and safety standards. Uncooperative residents risk disciplinary sanctions.

Insurance (Personal Property)

The University does not carry insurance on the personal property of students. All students should make certain that personal property is covered by a renter's or homeowner's insurance policy. Under no circumstance does the University assume liability for personal property damaged, lost, or stolen from a student during a theft, fire, or other catastrophe.

Keys

Most housing units on campus are accessed using the University's ID key card system. For housing units and/or rooms that require a key, students will be assigned a key at check-in. It is the responsibility of the student to return the key at check-out following proper check-out procedures; a student's account will be assessed a re-core charge for each lock that needs to be re-cored due to not returning keys at check-out.

If a key is lost, stolen, or misplaced, contact your Hall Director to begin the process of obtaining a new key; for safety reasons, the door will be re-cored and new keys issued. Your student account will be assessed a \$50.00 re-core charge for each lock that must be re-cored. Once the door lock has been re-cored, the student is responsible for the charge even if the key is found. Contact your Hall Director if questions.

Kitchenettes

Kitchenettes are available in all traditional residence halls for personal cooking convenience. Residents are responsible for maintaining cleanliness and sanitary conditions at all times. The Assistant Dean/Director of Residence Life reserves the right to prohibit access to the kitchenettes for failure to properly clean the area after use. You must provide your own utensils in the kitchenettes.

Laundry Facilities

Washers and dryers are available in each traditional residence hall, Chlapaty Hall, Park Village, townhouse, and the campus houses, and are provided for residents' use only. Courtesy and respect for others' property should always be practiced in the use and sharing of these facilities. Any equipment malfunction should be reported immediately to a staff member or to the Maintenance Department. Laundry appliances are free-of-charge to operate; a \$35 per semester Laundry Fee is applied to students' accounts.

Lockout Policy

The security of residents' rooms and personal property depends on the responsible care of the room keys and access cards. Students should conscientiously lock doors and carry keys each time the room is unattended. If students are locked out of a room, a Security staff member will assist. Resident Assistants or Hall Directors are not authorized to unlock residence facilities as a courtesy. Custodial personnel are not authorized to open doors. Residents will be charged \$20.00 lockout fee per incident. Please note that lockouts are not an emergency. Security officers have regular daily duties and might be handling another incident across campus. Every attempt will be made to assist with the lockout, but there can be a wait time until an officer can break free to assist you.

Lofts

The University does not allow students to build or provide their own lofts due to the potential for unsafe structures and fire hazards. The Residence Life Office offers a metal loft kit through a regional vendor for students to rent. Information is available through the Residence Life Office.

Maintenance and Custodial Service

The Office of Maintenance and Custodial Services employs a staff to keep the residence facilities in good physical condition. All repair work is to be completed by members of the Maintenance Department, or by employees contracted through the Maintenance Department. The Resident Life staff are the direct link to the Maintenance Department, and will follow set protocols to submit and follow up with any maintenance issues reported. All work order requests should be directed to your RA, Hall Director, or Residence Life Staff during business hours (Monday-Friday, 7:30 a.m. – 4:00 p.m.). After normal business hours, and on weekends and holidays, direct requests to UD Safety and Security (563.589.3333) or by visiting the Safety and Security Office, lower level in Smith Hall.

Emergency repairs (clogged toilets, broken windows, heat and hot water problems, etc.) will be completed as soon as possible, usually within 24 hours of notification. Generally, work orders will be completed within two weeks. Examples of routine requests include light-bulb replacement, minor air conditioning/heating concerns, clogged toilets, lock or key problems, furniture adjustment, and blown fuses. Work orders are reviewed on a daily basis. There will be times when a repair is too complex for the maintenance staff to complete or the repair may require parts that are not stocked; this may take longer than two weeks to resolve—please be patient.

When needing to make a maintenance request, please contact with your RA, Hall Director, or Resident Life staff and include the following information in your request:

- Student Name
- Residence hall and room number/letter or apartment number and letter
- Detailed description of the problem

Residence Life staff will then submit the work order request to the Maintenance Department.

Maintenance staff will only enter a student's room after knocking and properly announcing themselves. Note that by placing a work order request, a student gives the Maintenance Department staff permission to enter their room or apartment. Students should be very specific about the nature of the request.

As a reminder, you are expected to clean up after yourself. This includes any accidents involving food, spit, vomit, urine, feces, or hair.

Microwave and Refrigerator Units

Every traditional residence hall room (Aitchison, Cassat, and Donnell) is furnished with one microwave/refrigerator unit. The unit is considered part of the furniture and may not be removed from the room under any circumstance. If either the refrigerator or microwave is damaged because of improper use or negligence, the residents will be assessed the repair or replacement costs for the entire unit.

The University does not allow students to supply their own personal refrigerator or microwave units for safety reasons. The University offers a refrigerator rental program through a regional vendor (Bedloft.com) for students residing in Park Village and Chlapaty Hall who are eligible to participate in this rental program. There may be no more than one rented refrigerator in any single or double residence room. Campus houses and townhouses are furnished with a full size refrigerator and microwave; no additional refrigerators or microwaves may be brought into those units. Additional information is available through the Residence Life Office.

Please adhere to the following guidelines:

- Absolutely no metal or foil of any kind may be used in the microwave, including metal rims mugs or dishes.
- Cook only on paper plates or with microwave-approved containers.
- You may not use extension cords for these units.
- The microwave/refrigerator is one unit and must not be disassembled.
- Do not plug any electrical appliance into the same outlet with the unit.

- Remain in the room when the microwave is in use.
- Empty, unplug, clean, and leave all refrigerator and freezer doors open during Winter Break, or when out of your room for an extended period of days.
- The entire unit must be empty and cleaned out when checking out of your room.
- If you have any questions about the use of your microwave/refrigerator unit, please contact a Resident Assistant or Hall Director.

Missing Student Policy

The University of Dubuque takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating UD students living in University-owned on-campus housing who, based on known facts and circumstances, UD has determined to be missing or unaccounted for. A resident student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.

Procedure once a Missing Student Report has been filed:

- Any report of a missing student should immediately be directed to Safety and Security.
- Safety and Security will contact Student Life and the two departments will work in conjunction to do the following as needed until the situation has been resolved:
 - Check the student's card access log to determine when they last entered a building, used their meal plan, etc.
 - Attempt to make contact with the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer,) interviewing roommate(s) and floor mate(s) concerning the last time the student was seen and find any known plans.
 - Check class schedule and look for student at classroom, if applicable.
 - Contact faculty member regarding attendance, if appropriate.
 - Determine a timeline of when the student was last accounted for.
 - The Dubuque Police Department and the police department of the community where the missing student maintains a permanent address will be contacted within a 24 hour period.
 - The person designated as the student's emergency contact will be notified by a member of the University Crisis Management Team no later than 24 hours after the student is determined to have been missing. If the missing student is under the age of 21 a missing person notice will be posted on the national police information network.
 - If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after the University Safety and Security Department has determined that the student is missing.

If it has been less than 24 hours and the student's absence does not appear irregular or suspicious, a note will be left at the student's room requesting that they contact Safety and Security immediately upon their return. If, at the 24-hour mark, the student still has not returned, then the above stated actions will take place.

Pet Policy

A pet is defined as any domesticated or tame animal that is kept as a companion. For health and safety reasons, **no pets (except aquarium fish) are permitted in any campus housing**. Failure to adhere to these guidelines may result in forfeiture of University housing, and violation of the Pet Policy could result in fines exceeding \$2,200. Contact the Dean of Student Formation if questions.

Quiet Hours

The following Quiet Hours are enforced in the residence facilities:

- 10:00 p.m. to 10:00 a.m. – Sunday through Thursday
- Midnight to 10:00 a.m. – Friday and Saturday

Courtesy Hours are in effect at all times. Residents are expected to be aware of others above and/or below them or next to them. Residents are expected to be respectful of other residents' needs to study and rest.

Recycling

Residents are encouraged to recycle. Recycling containers are provided in each residence hall for use.

Residence Access Cards

Each resident is assigned a University ID card that gives them access to their residence facility/room. Residents who lose their ID card must notify Security immediately by calling x3333 or 563.589.3333. Residents will be assessed a charge of \$25.00 per lost ID card which will be billed to the student's account. Unauthorized possession, use, or duplication of any University ID card is prohibited. For more information on ID cards, contact Security at 563.589.3333.

Residence Hall Association (RHA)

RHA exists to provide a representative body in order to promote participation in the policy process, greater communication development, awareness of residence hall life, conduct programs for the residents of the halls, and have jurisdiction over all issues that exclusively pertain to the residence hall community of the University of Dubuque. The Residence Hall Association is affiliated with National Association of College and University Residence Halls (NACURH) and the Midwest Affiliate of College and University Residence Halls (MACURH).

Residence Housing Units

Aitchison Hall is an English Tudor-style traditional residence hall and is designated a first-year student hall, housing both undergraduate women and men.

Cassat and Donnell Halls are traditional residence halls located next to the athletic fields on Bennett Street. Both halls house first-year undergraduate women and men.

Chlapaty Hall is a brick residence hall with small communities, or pods, of 14 students. Each pod consists of seven 2-person units of the same gender; neighboring pods may consist of different genders. Each pod has its own bathroom and kitchenette. Chlapaty Hall is located near the baseball field and the soccer and lacrosse fields.

Park Village Apartments are suite-style apartments located on the South Campus. The four- and five-room apartments accommodate five residents in single rooms and/or one room large enough for two residents to share the space. Common areas, including a kitchen, living room, and two bathrooms, are shared between the individual apartment residents. Park Village suites are designated for upper class students.

UD Townhouses are located on Collins Street. The 32 three- or four-bedroom units house Seminary students and families, as well as graduate and undergraduate upper class students.

Room/Residence Changes

The University believes that learning how to get along with other people is an important part of an education. All attempts will be made to ensure that roommates are compatible. Occasionally, unforeseen situations arise in which two roommates will need to separate. All residents are encouraged to work through any difficult situations with the help of a Resident Assistant or their Hall Director before considering a room change. Seminary and graduate students should consult the Assistant Dean/Director of Residence Life. Room/residence changes are not generally made within the first two weeks of the semester.

Room/Residence Change forms are available in Residence Life Office and must be completed before the Hall Director can act upon a room change request. The Assistant Dean/Director of Residence Life has the responsibility of final approval. All requests for room/residence changes must be discussed prior to the move with your Hall Director or the Assistant Dean/Director of Residence Life. Residents may not change rooms/residences without prior approval from the Hall Director or Assistant Dean/Director of Residence Life.

Room Consolidation Process

If residents find themselves without a roommate either at the beginning of the semester or at any time during the first eight weeks of the semester, they will be considered participants in the Room Consolidation Process. After all residents have been assigned permanent rooms at the beginning of each semester, residents in that situation will receive information on options available to them. The Hall Director or Assistant Dean/Director of Residence Life will provide a list of available residents for consolidation. Options available include:

- You may sign a single room contract for your room and pay the prorated amount for the privilege of having a single room.
- You may find someone in the same situation and request to move in with that person.
- You may find someone in the same situation and have that person request to move in with you.
- You may work with the Hall Director or Assistant Dean/Director of Residence Life who will assist you in resolving your situation with other residents in a similar situation.

Residents who choose to oppose or delay this process and do not follow deadlines for compliance will be billed for a single room. They may also be sanctioned in a disciplinary manner.

Room Entry

Officials of the University reserve the right to enter any residence hall room, apartment, University-owned house, or townhouse under the following circumstances:

- To conduct health and safety inspections. This will normally be done at least twice annually with prior notice given to residents.
- To search for missing lounge furniture or other missing University property.
- To conduct repairs or general maintenance.
- To deal with emergencies threatening the health and/or safety of a resident or the surrounding residents.
- To confront questionable or inappropriate behavior of residents.

Please note that University-provided refrigerators are considered University property and may be opened by a University official at any time in the performance of his or her duty.

In every instance, the University official must knock on the door and identify him or herself before entering. If the resident(s) refuses to open the door, or is not present at the time, University officials are authorized to use a pass key to gain entrance.

Searches and Seizures

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of resident students, the University reserves the right, when necessary, for authorized University personnel to enter or search a University-owned room, apartment, townhouse, or house. The regulation applies to all residential units under the administrative control of the University of Dubuque. Nothing in this policy shall exist to prevent police officers from entering rooms or searching and seizing in accordance with applicable statutes, policies, rules, and regulations. Personal items may also be searched with due cause.

Sports in the Residence Halls

No athletic activity of any kind is allowed in the halls, rooms, hallways, or common areas. This includes, but is not limited to, skating, kicking or tossing a Hacky Sack or Frisbee, playing basketball or football, wrestling or jumping rope, use of Nerf mechanical projectiles, etc. There are places to participate in these activities around campus. All athletic equipment must be stored in residents' rooms.

Storage

Furniture provided by the University must remain in the designated resident rooms, apartments, townhouses, or houses at all times. All personal possessions must be removed at the end of each academic year or when the student leaves the University. If you or any of your belongings occupy a space on campus, you will be billed.

Telephone Service

All traditional residence rooms and Park Village apartments, as well as the Seminary Townhouses and campus houses, are provided with a telephone outlet. Residents must provide their own phones. Residents may request that their land line be activated by contacting their Resident Assistant. Phone service provided by the University is toll-restricted, which means that residents are required to use 800-numbers to access long-distance telephone service or they may use a personal phone card.

There is no direct-dial long distance from University phones. Telephone service is considered a privilege; therefore, inappropriate use may result in restricted use and/or University sanctions.

Theft

If a theft is suspected or occurs in a residence unit, students should immediately report it to a member of the Residence Life staff, as well as Campus Safety and Security.

Tobacco Products

The Iowa Clean Air Act became effective on July 1, 2008 and bans the use of tobacco-related products (encompassing cigarettes, chewing tobacco, snuff, snus, pipes, cigars, hookah, water pipes, vaporizers, etc.) in all indoor and outdoor spaces on the campus including: all University property, parking lots (including in one's own personal vehicle,) athletic fields, stadiums, University vehicles, apartments, residence halls, classrooms, administrative buildings, and on University-owned sidewalks. The law does not prohibit smoking on public sidewalks around the University, but does prohibit smoking within 25 feet of a building entrance. The law takes a firm position concerning the failure to maintain a smoke-free campus that will result in civil penalties for both the individual and the University. This law extends to students, employees, and any visitors to campus.

In addition, the University similarly prohibits use of e-cigarettes or any nicotine-related products on the University campus in all indoor and outdoor spaces. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are subject to disciplinary consequences.

Traffic Signs

No traffic signs or public signs are permitted in residence units or as part of the decor unless proper documentation is provided indicating ownership of the sign. The University will report all such violations to local law enforcement officials.

Trash Service

Trash receptacles are provided for resident use. Place your garbage bags in the receptacles. Residents are responsible to maintain a clean and safe living environment. Cleanliness also reduces the likelihood of insect problems within your residence.

Unauthorized Entry

Students, guests, and all other unauthorized persons are prohibited from entering any University building or room, including residence units, as well as University owned or individually owned vehicles without expressed permission from an authorized University official, faculty, staff member, or resident of such housing unit or vehicle.

Utilities

All utilities are provided as part of the housing fee in the residence halls (Aitchison, Cassat, Donnell, and Chlapaty), Park Village apartments, and UD townhouses. As is otherwise noted, in certain residences, residents must arrange to have utilities transferred to their name. In the event of damage to University property (refrigerators, plumbing, etc.) caused by utility disconnection or failure to make proper arrangements with a utility company during a period of temporary vacancy, all expenses for such damage will be the responsibility of the resident.

Vandalism

If any vandalism occurs to your personal property or to the University of Dubuque property, students should report it to the Resident Assistant, Hall Director, or Assistant Dean/Director of Residence Life immediately.

Vending Machines

Vending machines are located in all traditional residence facilities. If issues with a vending machine, contact information is on each machine for students to call the vendor directly. Residence Life does not reimburse for losses related to the machines.

Windows and Window Screens

Screens and windows should remain in their affixed positions. Under no circumstances should any windows or screens be removed. Anything thrown out of the windows of any residence facility will be considered a violation of University policy.

SAFETY and SECURITY

(911 or 563.589.3333)

Emergency Procedures

Emergency and non-emergency calls from residence facilities for fire, police, or ambulance assistance or services should be directed through the Safety and Security Office at x3333 or 563.589.3333. If a situation requires immediate action, the local emergency service number should be contacted (9-911); then if able call Safety and Security at x3333 or 563.589.3333.

Depending on the type of emergency, contact one of the following:

- Police 9-911, and then if able call Safety and Security x3333 or 563.589.3333.
- Campus Safety and Security x3333 or 563.589.3333.
- A Resident Assistant (on duty each evening in your residence facility) and/or the RD/AC on duty.
- Assistant Dean/Director of Residence Life, Dean of Student Formation, or Pastor to Seminary Students.

Emergency Telephone 9-911 and x3333 and 563.589.3333

If you feel unsafe or are faced with an emergency, use the emergency telephones located around campus. The telephones have a blue light on top and are labeled "Emergency." To operate emergency telephones, press the red button and the Safety and Security staff will immediately know your location and assist. They are located at the following areas:

- University Park Drive near the traffic gate (by Donnell Hall)
- University Park Drive (between Donnell Hall and Park Village)
- University Park Drive near the traffic gate (by Park Village)
- Hardee's parking lot
- CRWC; north and south entrances, and at each end of the west entrance
- Mercer Birmingham Hall; main entrance
- Heritage Center; north, south, and east entrances
- All residence halls have a phone in the main exterior entrance. However, they do not have a blue light
- The following academic buildings have exterior emergency phones:

- Physical Plant
 - MTAC; all entrances
 - Myers Library; main entrance lobby
 - Severance Hall; main entrance breezeway
 - Blades Hall; south entrance facing the Quad
 - University Science Center; main entrance off Algona and PA entrance facing Aitchison Hall
- Smith Hall does not have an exterior phone, but the lower entrance is always unlocked and Security is always available in their office or by using the red Security phone located outside the Safety and Security Office.

Procedures for Staff/Faculty Response to Student Crisis

In the event a student is involved in an accident with serious injury, suicide attempt, alcohol or drug overdose, the victim of violence, sexual assault, harassment, and/or discriminatory acts, or threat of violence, and/or extreme emotional situation, procedures have been adopted by the University of Dubuque as an appropriate response.

The College and Seminary Student Life staff provide the University of Dubuque community with advice and counsel on how to deal with certain issues related to University of Dubuque students on campus and in the Dubuque community. The Student Life staff are available to help with handling issues in a way that is consistent with University of Dubuque policies and procedures, and will act as liaison, as necessary, between agencies working with issues related to University of Dubuque students.

In an emergency situation call 911. For confidential crisis counseling, contact the Dubuque Crisis Line at 855-800-1239. Both are available 24/7.

If you have been a victim or witnessed an incident, you are encouraged to contact the Dean of Student Formation in Student Life (563.589.3270), UD's Mental Health Therapist (563.589.3253), Counseling Services (563.589.3911), Campus Ministry (563.589.3582), or the Seminary's Director of Continuing & Lay Education (563.589.3630).

If after hours and weekends, call the University's confidential answering service at 563.589.3911 and you will be connected to the appropriate resource.

For additional information, please visit our website at www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices/

Fire

The purpose of the fire alarm system is to alert occupants of the building of the need to evacuate. The fire alarms and fire equipment (i.e., extinguishers) are to be used only in case of fire. Please be advised that tampering with fire alarms and equipment is a violation of Iowa state law as well as University policy. Offenders are subject to university disciplinary action as well as criminal prosecution.

Upon hearing the fire alarm sound in the room/facility, all occupants should follow these procedures:

- Keep low to the floor if smoke is in your room/facility.
- Close windows.

Before opening the door:

Feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door, and open it slightly. If heavy smoke or fire is present, close the door and stay in the room/facility.

If you can leave the room/facility:

- Be sure to have clothing appropriate for the weather.
- Be sure to bring your key (if applicable).
- Leave lights ON.
- CLOSE and LOCK door (if applicable).
- Leave by the nearest safe exit.
- Do NOT use an elevator.
- If ALL exits are blocked, return to your room/facility.
- Once outside, quickly move away from the building at least 300 feet.
- Do not return to the building until signaled by staff to do so.

If you CANNOT leave the room/facility:

- CLOSE door.
- Seal cracks around the door with towels, bed clothing, or anything else you can find to help keep out smoke.
- Open window.
- Do NOT jump if you are above the second floor.
- Hang something from the window to attract attention or shout for help.

Severe Weather

A Tornado Watch implies the possibility of a tornado and high winds in the immediate area.

A Tornado Warning means that a tornado has been sighted in the area and shelter should be sought immediately. In the event of a warning for the city of Dubuque, the following procedures should be followed:

- A city alarm will be sounded to inform you of a warning.
- Leave room/facility immediately.
- Lock your room/facility and take the key (if applicable).
- Proceed to the designated area.
- Stay away from windows.

In situations involving a severe weather warning, such as a tornado warning, you should immediately proceed to the lowest level of any building you happen to be in. DO NOT go outside to check the weather. Try to stay in the center of the building. Stay away from windows and exterior doors. At the end of the severe weather event, wait for an “ALL CLEAR” before returning to your room.

Nearly all of the buildings on campus have “SEVERE WEATHER SHELTER AREAS” marked with signs. Become familiar with them now before you need the information. The best way to insure your survival is to be aware.

Medical Emergencies

In a medical emergency: Call 911 or contact UD Security at 563.589.3333 (*Security will contact the University's Health Services office and other necessary UD staff.*) The 911 staff will determine if the student should be seen in Urgent Care or in the Emergency Room (charges for ER services will be billed to the student or the student's insurance plan). UD will cover the office visit cost at Convenient Care, but the University does NOT cover services provided in the Emergency Room. Office visits to UnityPoint Clinic Urgent Care, which include an assessment by a nurse practitioner or physician assistant, are provided free of charge courtesy of the University of Dubuque to all UD students. Tests, such as labs, x-rays, and visits to the emergency room, are the financial responsibility of the student. All charges will be filed with the student's insurance plan, if applicable.

It is very important that students have their student ID and insurance card (if applicable) with them for medical appointments and emergency room visits.

Transportation to medical facilities: Students are encouraged to organize rides with friends if they cannot transport themselves. Taxi services are available in Dubuque if students cannot find other modes of transportation. The University does not provide transportation to or from medical facilities.

UnityPoint Health-Finley Hospital Emergency Room, 350 N. Grandview Avenue, Dubuque, Iowa
563.582.1881
Open 24-hours a day

UnityPoint Clinic Urgent Care, 1550 University Avenue, Dubuque, Iowa
563.589.4960
Monday-Friday: 8:00-8:00 p.m.
Holidays: 10:00 a.m.-10:00 p.m.

For the health and safety of the others in the community, if you have a contagious illness, you must notify the Health Services office (EBarsema@dbq.edu) or the Student Life office (MDurnin@dbq.edu) as soon as possible.

For information concerning the UD mental health resource page, access this link:
http://www.ulifeline.org/Dubuque/get_help_now

UD Safety and Security Office

The Safety and Security Department at the University of Dubuque provides for the safety and security of all University property 24 hours a day, 365 days a year. The UD's Safety and Security Office is located in Smith Hall, Room 112. Regular office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. If assistance is needed after hours call at x3333 or 563.589.3333 or you may call on the red phone located on the wall outside of the Security Office and the officer on duty will assist you.

As part of the University's efforts to promote and maintain a safe and secure campus environment for each member of the UD community, the security officers provide a regular program of prevention services including:

- Responding to emergencies and accidents.

- Working with local law enforcement agencies to exchange information and to assist in incidents involving the University community on or off-campus.
- Conducting routine foot and mobile patrols on campus grounds and monitoring the campus environment.
- Speaking at meetings on topics of safety and security.
- Conducting wellness checks.
- Providing specialized security services for university events.
- Providing 24-hours per day escorts.

While security officers are not certified as law enforcement officers, they do receive training on aspects of campus safety as well as continual in-house training to upgrade and professionalize their skills.

In accordance with the Federal Government's Student Right-To-Know and Campus Security Act, the University of Dubuque maintains an annual security report that is available to students and employees that includes security policies and procedures, on-campus crime statistics, and information concerning the University's programs for dealing with drug prevention and sexual assaults. Any student may obtain a copy of the University's Annual Security Report from the Campus Security office or online at www.dbq.edu/campuslife/facilitiesandservices/campussafetysecurity/

Security of Residence Facilities

To improve building security, the University utilizes a computerized access system with card readers for several buildings on campus. You must have your University ID card with you at all times and available to University officials if requested. DO NOT provide access to unauthorized persons who attempt to enter residence halls or other campus buildings. If you are uncomfortable with a safety issue, contact the Safety and Security Department x3333 or 563.589.3333. Individuals found propping doors open in any residence facility will be found in violation of University policy. Sanctions may include fines of up to \$100.00 and removal from the residence unit.

Your Personal Safety on Campus

The University of Dubuque's Safety and Security Department is fully committed to maintaining a safe campus where students, faculty, and staff can work and study in a secure environment. Safety is a shared responsibility and security begins by being aware of one's surroundings and reporting suspicious persons, activities, or safety concerns. The cooperation, involvement, and vigilance of students, faculty, and staff in a campus safety program are needed to make our campus as safe as possible. We encourage all UD community members to take responsibility for their own safety and security by reporting crimes, suspicious activity, or other emergencies immediately to the Safety and Security Department. By accepting this responsibility, members of the UD community assist in maintaining a safer and more secure campus environment.

Since the opportunity for crime exists everywhere, the campus community should also take precautions to avoid dangerous or risky situations. The following are safety and security tips:

- Use the "buddy" system when walking, especially after dark.
- Park vehicles and/or walk in well-lighted areas.
- Use the escort service on campus which is available 24 hours a day by calling Security at x3333 or 563.589.3333.

- Lock and double-check residence halls and vehicle doors and windows when leaving, even if for a short period of time.
- Be sure to report lost keys or ID cards immediately.
- Don't leave your possessions unattended.
- Don't leave large amounts of money in your room, and keep valuables out of sight, if you can't keep your valuables on your person.
- Make a list of your valuables, including books, and mark them with an ID that can help in their recovery and record serial numbers of valuables such as DVDs, stereos, computers, etc. Take photos of items. Have valuables such as computers engraved by the Safety and Security Department through Operation Identification.
- Report any broken or flickering lights, dimly lit corridors, and broken locks or windows.

STUDENT SERVICES

Vision: To be renowned for serving the best interests of students at all stages of their lives and at different levels of professional and personal development.

Academic Success Center (ASC) 563.589.3262

The Academic Success Center at the University of Dubuque is located on the second floor of the Charles C. Myers Library. The goal of the Academic Success Center is to empower students and to connect them with the resources necessary to achieve both academic and personal goals. Additional information about the Academic Success Center can be found at:

www.dbq.edu/academics/academicsupportsuccess/

Services provided by the Academic Success Center include:

- ✓ Academic Success Coaching
- ✓ Writing Counseling
- ✓ Disability Accommodations
- ✓ Subject Tutoring
- ✓ Testing Services

Admission Office - Accelerated Graduate 563.589.3939

The Admission Office for the accelerated graduate degrees (LIFE) and other master level programs is located in the Myers Teaching and Administrative Center.

Admission Office - Seminary 563.589.3405

The Seminary Admission Office is located in Severance Hall. The Admission staff works with prospective students who are interested in UDTs's many degree programs: the Doctor of Ministry (D.Min.); Master of Divinity (M.Div.); Master of Arts in Mission and Discipleship (M.A.M.D.), and the cooperative programs with the University of Dubuque; the 3/4 (B.A. and M.Div.), 3/2 (B.A. and M.A.M.D.), and the Master of Arts in Christian Leadership (MACL) programs. The Seminary Admission staff arranges student campus visits, and answers inquiries from those who are contemplating theological education.

Admission Office - Undergraduate 563.589.3000

The Admission Office is located in Suite 255 of the Charles and Romona Myers Center (MTAC). The Admission staff work with prospective University of Dubuque students and their families to provide the best possible service as they navigate the admission and enrollment process.

Alumni Engagement Office | 563.589.3161

The University of Dubuque Alumni/Advancement Office is your connection to UD for life! Our goal is to help you stay connected with UD and your Spartan classmates long after graduation. Did you know you can take advantage of the Alumni Office as a student?

The Alumni Engagement Office offers the following services to students:

- Networking
- Employment opportunities
- Internships
- On-campus work study positions
- Collaborative student and alumni events
- Commencement Dinner for all graduates and their families

Don't wait until graduation to meet the Alumni Office! We'd love to meet you, learn about your experiences as a student at UD, and share your story with other alums. The Alumni Engagement Office is located on second floor of Van Vliet Hall – we hope to see you soon!

Connect with us any of the following ways:

Phone: 563.589.3161

Email: udalumni@dbq.edu

Facebook: [facebook.com/UDSpartanNation](https://www.facebook.com/UDSpartanNation)

Twitter: [@UDSpartanNation](https://twitter.com/UDSpartanNation)

LinkedIn: University of Dubuque Alumni & Friends

Baccalaureate

The Baccalaureate Worship Service celebrates the graduation of college and seminary students from the University of Dubuque. It is usually held before graduation in May. The Seminary and College typically hold separate Baccalaureate services on the same day. Questions concerning Baccalaureate should be directed to the Campus Ministry Office (563.589.3557) or the BShellabarger@dbq.edu or 563.589.3109.

Bookstore – Gift Shop 563.589.3131 – Textbooks 563.589.3195

The Babka Bookstore is located in Peters Commons and has two locations. The gift shop is located across from the Jack and Barbara Smeltzer Dining Hall on the first floor and offers a huge variety of UD apparel and many other gift items such as backpacks, jewelry, and diploma frames. The textbook area is located in the lower level and is open to sell textbooks and school supplies to students all year long. Hours vary during the academic year. Visit the bookstore at www.bookstore.dbq.edu.

Campus Ministry 563.589.3557

The University is affiliated with the Presbyterian and Reformed tradition, which has emphasized and valued higher education out of theological conviction. Community on campus is further appreciated and nurtured out of a belief of who God is and who God has made us to be. God made humanity to be in relationship with God and with one another, and each person is valuable, being loved by God with a love that is able to transform. The ordinary means by which students often encounter the grace of God on campus is through Bible studies, fellowship activities, mission projects, Sunday evening services (5:30 p.m.), and chapel services which are currently held Monday, Wednesday, and Friday from 11:00-11:20 a.m. in Blades Chapel. An ecumenical spirit is upheld in sponsored activities and all are invited. The campus ministry for college students is nurtured and guided by the Edwin B. Lindsay Chaplain and the Campus Ministry Staff, with offices located in 203 and 103 Blades. *For Seminary students, see specific information in Seminary section.*

Child Care Center 563.585.7461

The University of Dubuque's Marge Kremer Little Spartans Child Care Center is open Monday through Friday from 6:30 a.m. to 5:30 p.m. Evening hours (Monday-Thursday) are available for students in the Life Program.

The Child Care Center is licensed for sixty children; ages six weeks through preschool. We offer preschool classes daily for both three- and four-year old children and are partnered with the Dubuque Community School District to offer free four-year old preschool for those students who are live in Iowa and are 4 years old by September 15th.

The Child Care Center utilizes the Creative Curriculum in all classrooms. This is a nationally recognized Early Childhood curriculum that is child-centered and promotes learning through play. This teaching style encourages curiosity and first-hand learning experiences. To set up a tour or for more information, please contact the Childcare Center Director at 563.585.7461.

Commencement

The graduation ceremonies are held each year in May and December for all students who have completed their specific degree requirements. Please see the Registrar's Office page on the University of Dubuque website for graduation requirements, application, and deadlines.

Convocation

A convocation—from the Latin “convocare”, meaning to call together—brings all of us together to celebrate our heritage and mission as a Christian academic community. Fall Convocation is the first opportunity in the academic year for the entire University community to gather together, and then early in the second semester, Spring Convocation is held to celebrate our unity in the midst of our diversity. The University also honors those that have died with a Convocation for Thanksgiving and Remembrance which is held during the Spring semester.

Copying & Scanning Services

Photocopying and scanning services are available for students' personal use on the main and second floor of the Library. Scanning documents is free of charge, and copying is deducted from a student's print account. Each page is one print count.

Counseling & Life Services 563.589.3132 or 563.589.3911

The University has a variety of short-term personal counseling and support options available to assist students who have specific emotional, social, academic, spiritual, vocational, sexual, or personal concerns. Also, confidential HIV testing and counsel are provided to UD community members through this service, please review the AIDS Policy within the Student Handbook for more details.

Members of UD's Counseling & Life Services are trained for a variety of counseling and support service needs. Short-term personal and career counseling is confidential and is provided at no cost to students. However, if a student is in need of long-term psychotherapy and treatment planning or immediate inpatient mental health services, an appropriate recommendation and referral will be provided upon request. This confidential and professional referral is provided at no cost to students.

The Counseling and Life Services offices are located on the second floor of Peters Commons. Services are available to students from all departments of the University. Programs, resources, and services include, but are not limited to, the following:

- UD Counseling Team
- Initial assessment and short-term personal & career counseling
- Life coaching
- Advocacy
- Spiritual counseling
- Professional referral services for issues such as, but not limited to, the following: alcohol and other substance abuse, anxiety, debt management, depression, eating disorders, gambling, homicidal ideations, pregnancy, rape, self-mutilation, sexual assault, sexual orientation, stress management, suicidal ideations, and other concerns
- Informational session(s) on recreational risks and prevention among college students
- Online mental health screenings

The University of Dubuque's counseling offices are located on 2nd Floor of Peters Commons with appointments Monday-Friday, 8:00 a.m.-5:00 p.m. To schedule an appointment or speak with a counselor, call 563.589.3911 or visit our offices.

To reach a counselor after hours, on weekends, or holidays, please call 563.589.3911 and you will be connected to a counselor upon request in a confidential manner. To talk with the Iowa Crisis Line Counselor, call 855.800.1239, or call, text, or chat: www.iowacrisischat.org

In an emergency, dial 911 or UD's Safety and Security at 563.589.3333. For more information, visit the second floor of Peters Commons or our website at:

<http://www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/>

Facilities/Room Reservations 563.589.3868

Neither an on-campus event, academic or sport camp, University-sponsored activity, nor the use of University facilities by off-campus guests, speakers, or agencies will be designated a University event or appear on the UD Master Calendar unless authorized by, and scheduled through, the Office of Scheduling and Event Planning. Application and authorization for any event must first be submitted and approval obtained prior to either contracting for an event or making commitments for University facilities. The Building, Event, and Room Registration Request application is available on-line on the

University's intranet at www.dbq.edu/campusportal/eventregistration.cfm. For additional information contact the Director of Scheduling and Events in the University Public Relations Office in the Myers Center, via e-mail at TLess@dbq.edu, or by phone 563.589.3868.

The University has a number of facilities accommodating a variety of indoor and outdoor sports and recreational activities. Throughout the year, a number of intramural sports competitions are held. For all athletic venues and the Chlapaty Recreation & Wellness Center (CRWC), the hours of operation are posted each semester and summer. Any student wishing to use an athletic venue must present a valid UD student ID. All non-athletic organizations should contact the Director of Scheduling and Events in the Public Relations office. For information on the intramural program, please contact vpoppp@dbq.edu.

Fax Machine Use

There are two fax machines available for student use. The fax machines are located in the Library (main floor) and in the Student Life Department (second floor of Peters Commons). The charge for sending faxes within the United States is \$.50 per page and \$2.00 per page for international faxes.

Financial Planning 563.589.3170

The Office of Financial Planning, located on third floor of the Charles and Romona Myers Center (MTAC), administers federal, state, and institutional programs designed to assist students in meeting educational costs. Students must meet the satisfactory progress requirements defined in the University catalog in order to retain financial aid. Students must reapply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA). The institution priority deadline is April 1st and students are advised to be alert to campus publications for other deadlines.

Financial Planning staff members are available to answer questions regarding loans, grants, scholarships, changes in family situation, preparation of budgets, and evaluation of family resources. Students have online access 24/7 to their financial aid information using the My UD portal. Appointments are encouraged for financial planning issues. For specific information regarding dropping or adding classes, withdrawal from a class, etc., see the appropriate policy section of the University catalog.

Food Service 563.589.3137

The food service at the University is operated by Aladdin Food Management. Listed below are meal plan options, as well as a brief description of each dining location. There is limited food service available during any University break.

Meal Plan Options:

- 280 meals – Full Board Plan
- 200 meals
- 150 meals

All full-time residential undergraduate students are required to select one of these meal plan options (unless residing in the Park Village apartments, a townhouse unit, or a campus house.) The particular meal plan a student signs up for is encoded on his or her ID card. All students will be required to present their ID card to use their meal plan. Each meal, whether breakfast, lunch, or dinner, is deducted from the total number of meals available. Meals are for the sole use of the individual named

on the meal plan. Unused meals are not carried over and are not refundable. Meal plans are for use in the Peters Commons' Dining Hall, the Heritage Center's Cyber Café, or the CRWC's Health Bar during regular hours of service. Students are encouraged to add money to their student ID card by stopping at the Student Accounts Office located on the third floor of Myers Teaching & Administrative Center.

Dining Hall: The main dining hall is located in the Peters Commons building. Meals are served buffet style and include salad bar, deli bar, entrees, sides, and dessert bar. Admittance to the dining hall requires using a meal plan or purchasing a meal with cash. Food and beverages are not allowed to be taken from the dining hall.

Hours of Operation:

| | | |
|------------------------|-----------|--|
| Monday through Friday: | Breakfast | 7:30 a.m. – 9:00 a.m. |
| | Lunch | 11:00 a.m. – 1:00 p.m. |
| | Dinner | 5:00 p.m. – 7:00 p.m. |
| Saturday and Sunday: | Brunch | 11:30 a.m. – 1:00 p.m. |
| | Dinner | No dinner is offered on Saturday or Sunday |

Health Bar: The Health Bar is located in the Chlapaty Recreation and Wellness Center and offers a variety of salads, sandwiches, smoothies, healthy snacks, and drinks.

Hours of Operation:

Monday through Friday: 7:30 a.m. – 7:00 p.m.

Cyber Café in Heritage Center: The Cyber Café has dining options seven (7) days a week with a variety of made-to-order items, daily specials, pizza, sandwiches, and a Mexican and Asian grill, as well as breakfast and a late night menu after 9:00 p.m.

Hours of Operation:

Monday through Friday: 7:00 a.m. – 12:00 a.m.

Saturday and Sunday: 1:00 p.m. – 12:00 a.m.

Sack Lunches: If a student on any of the meal plans has a class or work schedule that extends through any of the serving hours, a sack meal or carry-out may be requested for that meal. (Please bring a copy of your class or work schedule for verification purposes.) Sack meals must be requested 24 hours in advance and may be picked up in the kitchen after 7:15 a.m., Monday-Friday, and after 10:00 a.m. on weekends.

Special Diets: If you have any special dietary needs, please personally meet with the executive chef to tailor a menu to fit your needs. Contact Chef Andy Mettert at amettert@dbq.edu or 563.589.3137 to discuss dietary options.

Catering: Aladdin Food Management provides catering for University functions sponsored by the administration and student groups. Arrangements for catering lunches, dinners, picnics, party snacks, and beverages are made directly through the Catertrax system after completion and approval of the appropriate Events Registration Form on the Campus Portal under "Services."

Health Insurance 563.589.3857

The University of Dubuque does not require proof of health insurance for enrolled students with the exception of international students, student-athletes, and Seminary students. However, it is highly recommended that all enrolled students have health insurance coverage either through their family's medical plan or some privately purchased health insurance plan.

All international students must purchase University-approved health insurance with repatriation and medical evacuation coverage.

All students planning to participate in intercollegiate athletics at the University must provide proof of health insurance (a current copy of insurer's benefit card), as well as the results of a physical taken after April 1 of the academic year in which they will participate in a sport. A student's ability to play an intercollegiate sport at the University rests on these documents being received by the University's Health Services office.

All Seminary students must provide proof of health insurance and current immunizations. Failure to provide this information will prevent enrollment. Contact BShellabarger@dbq.edu or 563.589.3109.

Any student interested in obtaining health insurance may contact the Health Services Office for assistance or may visit the UD website for health insurance companies:
<http://www.dbq.edu/CampusLife/FacilitiesandServices/HealthServices/InsuranceCompanyLinks/>

Health Services Office 563.589.3857

The mission of the University of Dubuque's Health Services Office is to promote the health and wellness of the University community, to enhance student retention, and to support academic and personal success.

The University of Dubuque has an agreement with Unity Point Finley. All students enrolled at the University of Dubuque have access to the services Unity Point Finley has to offer, including free office visits (*with appropriate documentation.*) It is the student's financial responsibility for any testing, such as labs, x-rays, etc. Students are able to seek care at these three Unity Point Finley locations, no matter what insurance plan they have: Unity Point Finley Occupational Health, Unity Point Urgent Care East, and Unity Point Urgent Care West.

Please utilize the Unity Point Finley Occupational Health Clinic, 1665 Embassy West Drive, Dubuque, during their business hours: [7:30-5:00 Monday-Friday]. Students in need of assistance scheduling an appointment are invited to contact UD's Health Services Office: stop by Stoltz 304, call 563.589.3857, or e-mail EBarsema@dbq.edu. Please only utilize Urgent Care outside of Occupational Health Clinic's business hours.

Unity Point Finley Urgent Care hours are:

- East campus, 1550 University Ave, Dubuque [Open 8:00am to 8:00pm every day, except holidays]
- West campus, 2255 JFK Road, Dubuque [Open 8:00am to 8:00pm every day, including holidays]

PLEASE NOTE: For all appointments scheduled at Unity Point Finley Occupational Health, Urgent Care East, and Urgent Care West, students are asked to take their UD student ID, medical insurance card (if applicable), and the student appointment form with them. **(If the student's University ID is not presented at the appointment, the student will be responsible for all charges.)** The student appointment form can be obtained from the Health Services Office, and indicates when the student is able to return to classes or if any follow-up appointments are needed. Please return the appointment form to the Health Services Office as soon as possible after the appointment.

If the student arranges their own appointment and is advised by their medical provider to not attend classes, medical documentation should be turned into the Health Services Office for the health and safety of the UD community. The Health Services Office will notify the student's professors of any class absences via email. The student is strongly encouraged to contact their professors personally, when able, to share what details they feel comfortable with, as well as about any make-up work or tests that may have been missed during the absence. Only the instructor can grant excused absences.

University of Dubuque's Student Care Menu as indicated by Unity Point:
<http://www.dbq.edu/media/Athletics/MedicalCoordinator/UD-Student-Care-Menu.pdf>

UD's Health Services Office hours are:

- Monday-Thursday: 8:30 a.m. to 4:30 p.m.
- Friday: 9:00 a.m. to 2:30 p.m.

During these hours, please see the Health Services Office for consultation for seeking prompt medical, dental, and vision appointments. The Health Services Office will be able to assist in prompt referral to appropriate medical providers, not only with Unity Point Finley Occupational Health or Unity Point Urgent Care Clinics, but also with other medical facilities as deemed by the student's personal medical insurance. For medical care for chronic illnesses or injuries, or any injury or illness that falls outside of UD's Student Care Menu students should visit the Health Services Office to establish prompt care with a local physician, physician assistant, or nurse practitioner. If a health condition is affecting academic performance, a prompt appointment with appropriate health care provider should be made. The Health Services Office is available to also assist with scheduling dental, vision, chiropractic, physical therapy, women's and men's health concerns, at specialty clinics, establish care with PCP, orthopedic, etc.

Transportation to medical facilities: The University *does not* provide transportation to or from medical facilities. Taxi services are available in Dubuque if students are unable to find other modes of transportation.

Health Insurance: The University does not require proof of health insurance for enrolled students with the exception of international students, student-athletes, and Seminary students. However, it is highly recommended that all enrolled students have health insurance coverage either through their family's medical plan or a privately purchased health insurance plan.

All *international students* must carry health insurance with repatriation and medical evacuation coverage. Contact the International Student Services for additional information.

All *Seminary students* must provide proof of health insurance and current immunizations. Failure to provide this information will prevent enrollment.

All students planning to participate in *intercollegiate athletics* at the University must provide proof of health insurance (a current copy of insurer's benefit card), as well as the results of a physical taken after April 1 of the academic year in which they will participate in a sport. A student's ability to play an intercollegiate sport at the University rests on these documents being received by the University's Health Services Office.

Any student interested in obtaining health insurance may contact the Health Services Office for assistance or may visit the UD website for health insurance company contact information:
<http://www.dbq.edu/CampusLife/FacilitiesandServices/HealthServices/InsuranceCompanyLinks/>

For the health and safety of the others in the community, if you have a contagious illness, you must notify the Health Services Office (EBarsema@dbq.edu) or the Student Life office (MDurnin@dbq.edu) as soon as possible.

In an emergency, call 911 or contact UD Security at 563.589.3333 (Security will contact the Health Services Office and other necessary UD staff.) The hospital staff will determine if the student should be seen in Urgent Care or in the Emergency Room (charges for ER services will be billed to the student or the student's insurance plan). UD will cover the office visit cost at Occupational Health and Urgent Care only if the student presents with their UD student ID, but UD does NOT cover services provided in the Emergency Room.

Important Contact Information:

UD's Health Services Office: 304 Stoltz Sports Center

Phone: 563.589.3857 or Fax: 563 589 3929

UD's Counseling Services: 563.589.3911

UD's Safety & Security: 563.589.3333

Emergency: 911

Identification Cards 563.589.3333

All students are required to carry a University of Dubuque photo ID card. ID cards are needed to cash checks, to access your meal plan, check out books at the library, to enter the CRWC, and for free admission to the Stoltz Sports Center and home intercollegiate athletic events. Every student receives an ID card when he or she first registers for classes. If cards are lost or damaged they can be replaced for a \$25.00 fee in the Safety and Security Office. Students may make a cash deposit on their card and may do so in Student Accounts located on third floor of the Charles and Romona Myers Center. This credit allows the student to make purchases in the CRWC Health Bar, the Smeltzer Dining Hall, the Cyber Café, the Babka bookstores, and in Sylvia's Common Ground Coffee House. Any charges made against the credit balance are automatically deducted until the credit balance is depleted.

International Student Services and Study Abroad 563.589.3712

The International Student Services is located in the Heritage Center (Susan Magill Smith Suite, Room 306-F.) The International Studies Office offers information and support for international students, as well as students wishing to study abroad.

All international students holding F-1 visas must report to the International Studies Office within seven (7) days of their arrival at the University of Dubuque. In addition to mandated immigration documentation, the International Studies Office offers hospitality and support to all international students attending UD. Please contact the International Studies Office (563.589.3712) or consult UD's website for more detailed information at www.dbq.edu/CampusLife/OfficeofStudentLife/InternationalStudents.

The University of Dubuque offers a variety of short-term and semester-long international study opportunities. Please contact the International Studies Office (563.589.3712) or consult UD's website at www.dbq.edu/campuslife/studyabroadopportunities/ for more detailed information.

Library 563.589.3100

The Charles C. Myers Library is an integral part of student learning at the University of Dubuque, providing students with a high-quality collection and reference librarians dedicated to teaching them how to find, evaluate and use those resources. The beautiful building is a center for learning on campus, encouraging group and individual study and providing the databases, books, and journals students need to be successful in research assignments.

The collection is a blend of print, electronic and media resources, with 128 specialized databases, 182,000 print volumes, 233,000 electronic books, and 40,000 electronic journals. The media collection includes 6,400 DVDs and 33,000 streaming educational films. Items not available through the collection may be ordered via interlibrary loan free of charge.

Along with material that support students' academic work, the library has an extensive leisure collection, including feature films, television series, magazines, graphic novels, and fiction, including a large young adult collection.

Reference librarians are available for individualized research assistance at the reference desk Monday through Thursday from 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m.-noon, online via the library web page (www.dbq.edu/library), and by individual appointment.

The building has both wireless access and many easily-accessible network ports. Computers are available throughout the building.

Sylvia's Common Ground Coffee Shop, located on the first floor, is a popular destination for study breaks, snacks, and fellowship.

The library sponsors and co-sponsors a variety of programming, including Finals Study Breaks and Doggie De-stress.

During the academic year, the library is open 109 hours per week with extended hours at the end of the term.

Library Hours (Academic Year)

| | |
|-----------------------|------------------------|
| Monday—Thursday | 7:00 a.m. to Midnight |
| Friday | 7:00 a.m. to 9:00 p.m. |
| Saturday..... | 8:30 a.m. to 9:00 p.m. |
| Sunday | 10:00 a.m. to Midnight |

Lost and Found 563.589.3128

UD's Lost and Found is located in the Student Life offices on the second floor of Peters Commons. Students are encouraged to check with Student Life (563.589.3128) and Security (563.589.3333) if they have lost an item. You may also turn any items into Lost & Found that you find so they can be returned to their owner. All items not retrieved after 60 days will be donated or disposed of.

Mike and Betty's Ice Cream Parlor 563.589.3393

Mike and Betty's Ice Cream Parlor is located in the Heritage Center, directly across from Sparty's Convenience Store, just inside the Grace Street entrance. There are fantastic choices to tempt your taste buds. Stop in to try one of our sixteen hand scooped flavors or a "Bullock," a tasty ice cream treat named after our very own President Bullock that includes your favorite cookies or candy bar. The ice cream parlor is open year round.

Multicultural Student Engagement 563.589.3129

The Multicultural Student Engagement office is located in the Susan Magill Smith Suite of the Heritage Center (Room 306-B). The University of Dubuque strives to be an inclusive community in which "diversity is appreciated and Christian love is practiced." With this belief as its guiding principle, the Multicultural Student Engagement office seeks to foster awareness, understanding, and inclusion of the many identities represented on our campus. The office offers support services to students and cultural student groups to increase their chances of a successful experience both in and out of the classroom. This is achieved through orientation, advising, mentoring, leadership development, and other experiential learning opportunities. In addition, the office actively educates and promotes multicultural learning and development through the Multicultural Group and campus programming.

Post Office/Print Room 563.589.3141

The campus post office is located in the Heritage Center. All students registered for seven or more credit hours are assigned a campus mailbox. The campus post office is the official channel through which written communications come from the University.

It is important to check your mailbox on a regular basis. All mailboxes are key boxes and you will need to pay a refundable deposit of \$5.00 to the postal clerk in order to obtain your key. There is a replacement fee for lost mailbox keys.

The campus post office is open from 8:00 a.m.-5:00 p.m. Monday through Thursday, and 8:00 a.m.-4:00 p.m. on Friday. Stamps can be purchased either at the campus post office or the Babka Bookstore. Please contact the postal clerk with any questions.

Your campus post office box number must appear on all of your incoming mail to assure prompt delivery. The U.S. Postal Service in Dubuque has informed us the address must appear as follows or the mail may not get delivered to our campus post office: *Student's Name, CPO # (Box Number), University of Dubuque, 2000 University Avenue, Dubuque, Iowa 52001-5099.*

If you leave the University during the academic year, you are responsible for providing a current forwarding address and returning your campus mailbox key to the postal clerk. Failure to return the key will result in a \$25.00 re-core charge to your student account. Graduates and those leaving UD at the end of the academic year should also leave a forwarding address. If you are staying on campus over the summer or taking summer classes, please inform the postal clerk to assure that you receive uninterrupted service. The campus post office mail handling follows the U.S. Federal Postal regulations.

Registrar's Office 563.589.3148

The Office of the Registrar is located on the third floor of the Charles and Romona Myers Center. This office maintains academic records for all students. These records are updated as additional credits are earned. Students register for classes, drop or add courses as necessary, make directory information changes (such as address, name, parents' address, and phone numbers), and formally change advisors and major areas of study through this office. Forms for veterans and other persons eligible for veteran's benefits are initiated and maintained by the Office of the Registrar. This office also certifies enrollment for social security, vocational rehabilitation, and social services. Other responsibilities of the Office of the Registrar include posting of grades, issuance of transcripts, evaluation of transfer credit from other colleges and universities, and certification of students for graduation and academic honors.

Sparty's Convenience Store 563.589.3393

The campus convenience store is located in the Heritage Center, just inside the Grace Street entrance. The convenience store offers a wide variety of items from beverages and snacks to school supplies, and is open year round with varying holiday schedules. During the academic year, the store is open late and on weekends to accommodate students, faculty, and staff.

Student Accounts Office 563.589.3212

This office is located on the third floor of the Charles and Romona Myers Administrative and Teaching Center. Billing and payment for tuition, room, board, fees, and laboratory costs are processed here. Delinquent payments are charged 1.5% interest per month. The University reserves the right to withhold official transcripts until all accounts are paid in full. The Student Accounts Office is open Monday-Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m.

Student Employment/Work Study 563.589.3169

The Student Employment Office, located in the Student Financial Planning office on third floor of the Charles and Romona Myers Center, coordinates the federal work-study program, the federal community-service work program, and campus employment for all students. The office reviews student job performance and assists in necessary payroll documentation. A number of part-time positions are available for students. For most of these, students are expected to qualify under federal work-study guidelines.

Student Life Department 563.589.3128

The Student Life Department is located in Peters Commons, with additional offices in the Heritage Center. Student Life provides opportunities for students to be engaged with organizations and activities outside the classroom. Student Life staff are committed to enriching the lives of students and to actively promote the moral and ethical character development of students through education and service. We care about our students!

The Student Life Department consists of the following offices: Dean of Student Formation, Dean of Student Engagement and Services, Residence Life, Career Services, International Student Services, Student Activities, Campus Mom, Vocation and Civic Engagement, Counseling and Life Services, Multicultural Student Engagement, Study Abroad, and First-Year Experience.

The Dean of Student Formation is responsible for the College Judicial Process, oversees the Residence Life Office, Counseling and Life Services, and UD Cares. The Dean assists in the development of student leadership programs, serves as a student advocate, and coordinates programming designed to enhance the out-of-classroom educational experiences of students. The Dean has an open-door policy and students are welcome to stop in and visit, however, students are encouraged to schedule appointments to see the Dean by contacting his administrative assistant at 563.589.3128. Students are also encouraged to talk with the Dean about ideas to improve student life at UD, personal concerns, questions, grievances, or other matters pertaining to their life at the University of Dubuque. If you have a problem or a question and you do not know where to go for help, the Dean of Student Formation is the person to visit!

The Dean of Student Engagement and Services oversees all aspect of the Student Government Association (SGA), the Office of Student Activities (OSA), the First-Year Experience, Multicultural Student Engagement, International Student Services, Study Abroad, and Vocation and Career Services. As co-advisor to the Student Government Association, the Dean oversees all aspects of the student organizations, and looks forward to meeting and speaking with all students. Stop by the Dean's office (Heritage Center, 3rd Floor, Suite 306) or feel free to contact his administrative assistant at mkruser@dbq.edu or 563.589.3128.

Sylvia's Common Ground Coffee House 563.589.3274

Sylvia's Common Ground is the on-campus coffee shop located inside the Charles C. Myers Library. You can select from an assortment of coffees and tea, smoothies, cookies, and pastries. Sylvia's is open early for your morning brew and late for late night study sessions; hours vary during the holidays and summer months.

Vocation & Civic Engagement Services 563.589.3167

The Advising & Vocation Center is located on the lower level of Peters Commons. Career Counseling is extended through the Counseling & Life Services suite on the second floor of Peters Commons. Services are available to students and alumni from all departments of the University. Programs, resources, and services include, but are not limited to, the following:

- Career assessment and career counseling.
- Job shadow opportunities.
- Internship and alternative experiential learning consultation.

- Online career assessments and interactive media.
- Online career library.
- Online internship and employment resources.
- Cover letter, resume building, and portfolio review and consultation through the Resume Clinic.
- Information to join UD's Future Young Professionals (FYP) student organization and participate in the FYP Success Shop.
- Graduate/professional school consultation.
- Student workshops and informational sessions.
- Networking and recruitment opportunities.
- Mentoring partnership service for career development.
- Mock Interview Program and Informational Interview Program for students.
- Speaking engagements relevant to career development.
- Service learning and volunteer opportunities.

For additional information, please visit our website at:

<http://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/>

Placement services for Seminary students looking for student pastorates or post-graduate pastorates are handled through the Office of Field Education and Placement located on the second floor of Severance Hall.

TECHNOLOGY

Help Desk 563.589.3737

The University offers a Technology HelpDesk on the first floor of the Van Vliet. The HelpDesk is staffed from 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding University holidays. To report computer or telephone problems, call 563.589.3737 or email helpdesk@dbq.edu. For after-hours and weekend support, email or voice mail messages can be left for the HelpDesk.

Note: The Office of Technology staff monitors HelpDesk emails after hours and on weekends. Voice mail messages left after hours will not be addressed until the next working day.

If you experience widespread technology-related difficulty (network, Internet, e-mail, or phone down) outside of normal working hours, Security may be contacted at 563.589.3333. They will contact the appropriate staff to resolve the problem.

Computer Labs

The University offers six computer labs for student and faculty use:

| | | |
|--|------|-----------------|
| Jackaline Baldwin Dunlap Technology Center | T103 | 33 workstations |
| Jackaline Baldwin Dunlap Technology Center | T111 | 25 workstations |
| Charles and Romona Myers Center | M151 | 25 workstations |
| Charles C. Myers Library | L106 | 29 workstations |
| Library Academic Support Center (ASC) | L218 | 10 workstations |
| Library Multimedia Center | L212 | 9 workstations |

There are also 26 public workstations available in the Charles C. Myers Library for student and faculty use. All workstations are fully networked and provide Microsoft Windows 10, Microsoft Office 2016 Professional, student applications, and access to the Internet. Some labs are also used for teaching, but may be available when class is not in session. The hours of operation for each lab are posted at their respective entrances and on the Technology website. All labs have network printers available.

Note: The Library Multimedia Center has a flatbed scanner and a color laser printer. Printing to a color printer will use more print counts than printing to a monochrome printer.

Media Services 563.589.3350

Media Services loans equipment to students for classes and school events. Equipment is loaned for 24 hours or a weekend. Students are required to complete a loan agreement form before checking out any equipment. Available items include:

- Camcorders and tripods
- Mixers, amplifiers, speakers and microphones
- PowerPoint remotes

Student organizations are also able to reserve equipment for special events. If you're organizing a special event, be sure to complete a special event technology request form at least one week in advance. Media Services staff are also available to operate the equipment and film your event at no cost. Contact Media Services at 563.589.3350 for more information.

Wireless Access

The entire University campus is wireless. If you have problems connecting, please contact the Help Desk at 563.589.3737 for assistance.

Computer Usage

By signing the "Agreement for Use of the Computer System," you will be able to take advantage of all the privileges of using the University of Dubuque's computer and telephone systems. These services include:

- Microsoft Office Applications (Word, Excel, PowerPoint, Access, Publisher, and FrontPage)
- Research programs/Library catalogues
- Adobe Acrobat Reader
- Network storage space for your files (access locally and via Internet)
- Internet access
- Opportunity to post a personal web page
- University email account (access locally and via Internet)
- Voice mail (if requested)

Getting Started

Requirements for accessing high speed internet in the residence halls:

- A PC or laptop with Windows 7, Windows 8 or Windows 10.
- A network interface card (NIC) or wireless NIC card.
- An Ethernet cable to attach to the network port in your room when not using wireless (optional.)

- Knowledge of your network username and password.

Your computer must meet five basic requirements before you can connect to the University Network and gain Internet access:

1. Latest Windows critical updates for your operating system
2. Antivirus software
3. Most recent virus definition files for your virus software

In order to determine that your computer meets these requirements, you must install the ClearPass agent which will scan your PC for the three basic requirements. The results of the scan must indicate that all requirements are met before connecting to the Internet. If any of the basic requirements are not found during the scan, you will be provided with information to allow ClearPass to recognize your device as Healthy. Documentation and instructions on this process are at the UD Help Desk Office (lower level of Van Vliet Hall), in the Technology area of the UD website at <http://www.dbq.edu/campuslife/facilitiesandservices/officeoftechnology/>, and available through orientation.

Print Counts

Please note in the Acceptable Use Policy, under Access, Item #6, 250 prints will be allotted to each student per semester at no charge. When this allotment is diminished, additional print counts of 250 each can be purchased from the Cashier's Office, third floor Charles and Romona Myers Center. Print counts carry over from one semester to the next. Printing to a color printer will use more print counts than a monochrome printer.

Technology Acceptable Use Policy

The Communications section of this policy applies to the University telephone and Voice Messaging System, as well as the computer network system.

Access

1. Access to, and use of the computer systems and networks, is limited to the faculty, staff, and students of the University of Dubuque. Others may be granted access for good cause at the discretion of the University.
2. Acceptable use of hardware and software includes study, research, teaching, and administrative work. Incidental personal use is not permitted without express permission of a University Vice President or President.
3. All enrolled students will be granted full access to select software application, and the Internet. Enrolled students are provided with an e-mail account and remote access capabilities.
4. Attempts to gain access (log in) to another person's account, or attempts to read someone else's mail or files, unless the owner publishes the file on the Internet, is prohibited. Sharing an account with another person is prohibited. Passwords are to be confidential.
5. The University of Dubuque Computer System is capable of tracking "footprints" of all users. If a user disputes allegations of inappropriate use, the Office of Technology will make any relevant tracking documentation available as evidence to administrative and/or investigative authorities.
6. The University of Dubuque uses blocking and shaping software to control Internet usage. Various inappropriate sites will be blocked. Academic and Administrative use is given priority over social use. This may result in social Internet sites being unavailable during peak usage times.

7. Students will be provided with an initial amount of 250 sheets of paper each semester for printing in the computer labs. Amounts used beyond that will be charged to the students at a rate that will cover the costs of paper and ink. Balance information is available anytime the student logs into the computer system.
8. Students living in University housing may connect to the University network. Prior to connecting to the network, students must install a Client Security Agent (CSA) which will scan their PC for the five basic requirements.
9. Network connections for students living in University housing will be deactivated if devices such as routers are plugged into data ports, or if any unusual traffic or security issues are detected. The student may need to bring in the desktop or laptop for recertification to the Office of Technology if a virus or other traffic generating activity is suspected

Data

10. The University will take reasonable efforts to back up all data and files saved on the University servers. The University assumes no liability for data lost or destroyed.
11. The University of Dubuque does not guarantee computer systems to be safe from system errors or operator failures.
12. The Office of Technology will back up and protect all files and databases within the Administrative Software Application and Academic Servers. Files saved to the server by employees and students will also be backed up.
13. The Office of Technology may inspect or remove personal files only as needed to diagnose problems and maintain the system in good working order. Reasonable effort will be taken to notify the owner prior to their removal.
14. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited.

Communications

15. The University computer and telephone system may not be used for illegal activities, nor may it be used to threaten or harass others. The system may not be used to send chain letters or to post solicitations or advertisements. The University is not liable for harassment, threats, or impositions resulting from unacceptable use of the computer network. Individuals who believe they are being harassed are to process the incident through the Human Resources Office or the Dean of Student Formation.
16. Email should be used with the understanding that electronic communication is never really private. It is recommended that persons not use e-mail for items they would not want the world to see.
17. Mass email or voice mail (a.k.a. spamming) from any student or employee to the larger University of Dubuque community (students, employees, or both) must first be approved by the Dean of Student Formation over the requesting office (*see the Mass Email Policy for further details.*) Periodic messages may arrive via mass email or voice mail from the Office of Technology that relate to the functionality of the network.
18. The University of Dubuque Computer System is not a public forum and cannot be used for indiscriminate use. Use of the campus network (and all electronic components under the auspice of the Office of Technology, including voice mail) must be consistent with the Mission, Values, and Vision of the University. Any activity that does not reflect the University mission will be considered a violation of the Acceptable Use Policy and can result in restricted or eliminated access to the computer system. Examples of activities that are not permitted are:

- A. Commercial Use – No student or employee can use the University of Dubuque Computer System or other equipment to offer or provide products or services unless approved by the University Administrative Cabinet. Purchasing products and services via the campus system is at risk of the user. The University of Dubuque is not responsible for financial obligations from unauthorized use of the system by anyone.
- B. Political Lobbying – Although everyone is allowed to express opinions and analyze measures regarding legislative matters, using the University of Dubuque Computer System or other equipment to engage in fundraising or other political lobbying is forbidden.
- C. Inappropriate Use
 - 1) Criminal speech and/or speech or use, in the course of committing a crime, threats to the President, threats to others, instructions on breaking into computer systems, child pornography, drug dealing, gang activity, etc.
 - 2) Speech, or use, that is inappropriate:
 - a. Inappropriate language, video, or graphics—obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
 - b. Dangerous information—information, which if acted upon, could cause damage or present a danger of educational or business operation disruption.
 - c. Violations of privacy—revealing personal information about others.
 - d. Abuse of resources—chain letters, “spamming,” jokes, or other such mail. (Spamming is sending an annoying or unnecessary message to a large number of people.)
 - e. Sending messages for the purpose of selling goods or soliciting responses for goods or services. (This excludes sales announcements by administrative/ academic departments and University related groups.)
 - f. Copyright infringement or plagiarism.
 - g. Pornographic material—electronic and printer material which, by their design, are salacious, lascivious, lecherous, lustful, or demeaning to humans in their portrayal of aberrant sexual behavior.
 - h. It is unacceptable to distribute a computer virus or engage in any procedure that interferes with the normal operation and delivery of services over the network.

Hardware and Software

- 19. Users of the UD network should conserve network resources. Activities that result in excessive use of network bandwidth, server storage, or system time are restricted (this specifically includes the downloading and storing of video or music files.)
- 20. Only legal, licensed software applications may reside on or be transferred over the UD network. Reproduction of such software or its related documentation is forbidden unless explicitly authorized by the software developer. All University faculty, students, and employees shall use computer software only in accordance with license agreements and Mission, regardless of the ownership of the license. All shareware programs must be registered in accordance with their license and use provision.
- 21. Hacking—unauthorized modification of operating systems, application software, or network software on any system attached to the UD network is strictly forbidden. This includes any activities that result in a denial of service.

22. Tampering with terminals, microcomputers, printers, or any other associated University- owned equipment is strictly forbidden. Removal of computer equipment, disks, paper or documentation from a computing facility is also unacceptable.

Consequences

23. Violation of the above policy and any other inappropriate use of the computer system, Internet, telephone system, or any systems under the purview of the Office of Technology will result in the suspension of the privilege of use. Suspension of use will be immediate, with the duration of the suspension then determined by the University judicial processes. The System Administrator may close a suspect account at any time, as required, and will in the case of a University student, then notify the Dean of Student Formation and the Vice President of Academic Affairs, and in the case of a Seminary student, then notify the Dean of the Seminary. The administration, faculty, and staff may request the Office of Technology to deny, revoke or suspend specific user accounts. Any person identified as a security risk may also be denied access. If an employee of the University is in violation of the policy (as previously described), they will be subject to discipline in accordance with University Policy.
24. Any person, or persons, altering or attempting to alter without authorization, the cabling or component of any computer system, will be restricted from access and/or subject to criminal prosecution, if appropriate.
25. The Office of Technology will investigate complaints it receives from computer users at this and other institutions when those complaints pertain to inappropriate use, including messages that are sent by University of Dubuque students.
26. A student suspected of violating the Acceptable Use Policy will be notified via campus email, mail, telephone, or appointment with the Office of Technology. An office of a Vice President or the President will notify University employees suspected of violation. It should be understood that the above policies do not preclude prosecution in cases of criminal misconduct under current laws and regulations of the city, the state, and federal government.

ADDITIONAL UNIVERSITY POLICIES AND PROCEDURES

This section contains policies and regulations that will help students understand their rights and responsibilities. It is important to understand that, in addition to specific University policies, all local, state, and federal laws pertain to behavior on campus. Students are responsible for familiarizing themselves with the rules and regulations outlined in this handbook. Students are expected to be responsible for their own behavior at all times.

People who live in communities generally find it necessary to establish rules and regulations governing their behavior. Whether the rules are elaborate codes of law or simply unwritten norms of acceptable behavior, those rules of society are established to afford the greatest safety and comfort possible to the members of the community. In this regard, the University community is not unlike other communities. Written and unwritten standards of conduct have been established over the years to allow the collective group of scholars and students the opportunity to pursue knowledge within a compatible environment. Students at UD are expected to act as good citizens by exhibiting respect for order, morality, personal honor, and the rights of others. The University also expects that in all

relationships, students will be guided by a mutual concern for each other's integrity, needs, and feelings. Not only should students be concerned about their own behavior, they should extend support and direction to fellow students whose behavior appears harmful to themselves or the community.

A mutual respect for property (personal and University), individual rights, freedom of expression, due process, freedom of access to University buildings and services, and intellectual growth and development is essential for the wellbeing of the college community.

The University reserves the right to implement its student conduct system for illegal acts of local, state and federal laws, wherever these acts are committed, and for violations of University policies. Nothing contained herein should be deemed a limitation upon the expressed and implied powers or duties of the University of Dubuque's Board of Trustees or the Administrative Officers of the University.

AIDS POLICY

AIDS (acquired immune deficiency syndrome) and positive HIV (human immunodeficiency virus) continue to be in the limelight. With the numbers still increasing, and our understanding of the disease still evolving, the need for education, prevention, and treatment is a major health care and higher education focus.

Looking at the latest information available about the AIDS virus, we find that it can be transmitted in the following ways:

- Through sexual intercourse (homosexual and heterosexual);
- Through use of contaminated needles by drug abusers (mind-altering and steroid);
- To infants from infected mothers in utero, or through infected breast milk;
- Through contaminated blood products or transplants, however, with the increasing reliability of prescreening and testing, this possibility is very minimal; and
- Through exposure to contaminated blood through an open wound (this is rare and of main concern to health care workers.)

An exchange of body fluids must occur. AIDS is not transmitted by airborne particles and does not survive well outside of the body. No cases of casual contact have occurred, even among family members providing direct care to AIDS victims.

We have learned many things about AIDS, and while treatments and early care have greatly increased longevity, no cure has been found. Prevention of infection continues to be the focus. Much has been done to decrease the amount of overt discrimination to which an infected individual is subjected. In light of this, the University of Dubuque has adopted the following guidelines. It is the policy of the University of Dubuque to respond on a case-by-case basis to any known case of the disease. Due to the uniqueness of each case, there is no predetermined way any particular case will be handled. Through set guidelines, we hope to provide consistency, fairness, and accountability.

Access to Facilities

Students with known HIV infections or AIDS will be allowed to attend the University in regular classroom settings and will be eligible for all academic rights, privileges, and services provided to students. This includes University housing, access to the dining hall, and the use of athletic facilities.

Confidentiality

All information will be kept in the office of the UD Mental Health Therapist. HIV testing or the diagnosis of AIDS shall remain confidential until the individual gives written and specific consent when and with whom the information shall be shared. The information will not be disclosed to staff, faculty, family, or students, including roommates, unless permission is granted. The only (rare) exceptions will be those agencies, as specified by law, public health officials (case reporting), blood banks, and organ-procurement agencies. Should a case be present in which there is a clear, specific danger of transmission that can be demonstrated by competent medical evidence, the assistance of the local public health officials shall be enlisted.

HIV Antibody Testing and Counseling

HIV testing and counseling are available to all students through UD's Counseling Services. The testing is confidential and a free service. To schedule an appointment or for additional information, call 563.589.3911 or visit the Student Life Department on second floor of Peters Commons.

Housing

Students with known HIV infections or AIDS are permitted to live in University housing. No information regarding a resident's condition will be shared with anyone unless written permission is granted by the resident. Residents may choose to inform their roommates, Residence Hall Director about their status. However, they have no obligation to do so.

No special priority is given to residents requesting room changes strictly because of the concern of becoming infected by the HIV virus. All residents are required to follow proper room change procedures. Staff may encourage concerned residents to seek AIDS information for more clarification, if needed. Requests for single rooms, or approval to live off-campus, will be given due consideration for students infected with HIV because they may be at an increased risk of acquiring infections. Students requesting special housing status will be judged on a case-by-case basis. As with any other serious mental or physical health condition, residents may be asked to leave because they are not receiving sufficient medical treatment and/or because they are detrimental to the educational living environment of the rest of the community.

The resource people for questions about housing concerns will be the Student Life administrative staff. The Student Life office is committed to a living environment free from abuses, intimidation, or harassment where everyone is treated with respect and courtesy, including staff members.

Intercollegiate Athletic Program

No student shall be forbidden to participate in any athletic program (varsity or intramural) solely on his/her HIV status. Students are not required to inform coaches or teammates, however, entering varsity athletes are required to have a physical examination before being allowed to play (HIV testing is not required.) We encourage any athlete who is HIV positive, or who has any chronic health problem, share this information with the Health Services Office in a confidential manner. Each case must be decided on an individual basis to ensure that playing a sport will not be detrimental to the individual. Should any student sustain an injury in which bleeding is present, the athletic trainers and coaches shall have the means and education available to prevent possible transmission of illness.

Responsibility of Infected Individuals

Individuals who are infected with HIV, or who have a reasonable basis for believing that they are infected with HIV, must conduct themselves responsibly for the protection of themselves and other members of the University community.

Medical Treatment and Psychological Follow-Up

The UD Counseling Services shall assist the student to make provisions for medical, psychological, and support services that promote the best physical and mental health of persons with HIV infection. If these services are beyond the scope of comparable services provided on campus, the University shall identify other care providers who will see students by referral.

ALCOHOL, TOBACCO, AND OTHER DRUGS

Mission: The University of Dubuque is committed to stewardship of all God's human and natural resources.

University Policy

The following is the University policy regarding the use of alcohol, drugs, and tobacco:

- Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the state of Iowa, you must be 21 years of age.
- Alcohol use, possession, distribution, and/or consumption or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Formation. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.
- Illegal drug use, possession, and distribution (including the abuse of prescription or over-the-counter drugs) and any paraphernalia related to illegal use, is prohibited.
- University personnel may, at times of concern for a student's welfare, notify a parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of University policy occur.
- The Iowa Clean Air Act bans the use of tobacco in all indoor and outdoor spaces on the campus. For details, please refer to the section on Tobacco in the Student Handbook.
- No advertising may be displayed that explicitly or implicitly invites students to events, on or off campus, where alcohol will be served.

Iowa Laws Relating to Consumption of Alcohol

The following is only a partial list of the pertinent alcohol-related laws:

- Persons under the legal age (21 years) are prohibited from purchasing or possessing alcoholic beverages (I.C.A. 123.47).
- It is unlawful to sell, give, or otherwise supply alcoholic beverages to a minor (anyone under 21 years of age) (I.C.A. 123.47 and 123.47A).
- Those under the legal age may not present false evidence or misrepresent their age to a vendor

- or licensee for purposes of obtaining alcoholic beverages [I.C.A. 123.49(3)].
- No person may sell or give alcoholic beverages to an intoxicated person [I.C.A. 123.49(1)].
 - Anyone under the age of 21 who is caught driving with a blood alcohol level of .02 or more will lose their driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be issued during the suspension period.

Alcohol and Drug-Related Counseling

The University understands the need for strict adherence to the law in cases involving alcohol, drugs, and other addictions. However, as part of its mission, the University also practices compassion toward those with abuse and/or dependency of a substance or other addictive disorders. To this end, University officials will make an effort to assist students in receiving professional counseling and/or treatment, to support students in becoming productive members of the University family and society. Students in need of services due to abuse and/or dependency of alcohol, drugs or other addictions are welcome to contact UD's Counseling Services to assist with a confidential and professional referral to an appropriate service within the tristate area or through the student's preferred provider within their insurance plan. The referral service is provided at no charge to the student. UD's Counseling Services does not provide treatment for alcohol, drugs, or other addictions. However, UD's Counseling Services has strong partnerships with area resources such as: Substance Abuse Services Center (SASC), Hillcrest Family Services, Turning Point Treatment Center, area hospitals and clinics, intervention services, and other alternative providers.

For more information and a list of area resources, visit our website at <http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices>, contact 563.589.3911, or visit UD's Counseling Services on second floor of Peters Commons.

MASS EMAIL AND UNSOLICITED EMAIL POLICY

The focus of this policy is to govern the use of mass email communications via the University of Dubuque servers and network. The University maintains email distribution lists to facilitate communication within the campus community. To help protect the University's email and other resources from computer viruses, worms, SPAM email, etc., the University has established a Mass Email and Unsolicited Email Policy. This policy ensures the University's ability to deliver mission-critical or time sensitive information relevant to the University's business and mission.

Permission to send a mass email: Various individuals have been authorized to transmit mass email messages through their office/department email accounts. All mass emails to a large audience must be authorized and sent via the authorized individuals below. Exceptions or requests outside the scope will be handled on a case-by-case basis. Mass emails requests should be directed to:

- Academic-related information to AKendall@dbq.edu.
- Athletic-related information to WWipperfurth@dbq.edu.
- Student Organization-related information to OSA@dbq.edu.
- All other information to MKruser@dbq.edu.

While faculty, staff, and students can maintain personal group lists, those lists should not be used to send unsolicited or mass emails that violate any of the University's policies. Sending unapproved or

unsolicited mass email messages via a University's email account, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), is prohibited.

Questions or comments about these guidelines may be directed to the Dean of Student Formation at 563.589.3270 or MDurnin@dbq.edu.

MEDIA RELATIONS AND UNIVERSITY PUBLICATIONS

All University media contact (press, television, radio, etc.) shall be coordinated through the Office of University Relations. All faculty and staff should direct any and all media contacts by reporters or account representatives to the Director of Public Information in the Office of University Relations.

The proper names University of Dubuque and University of Dubuque Theological Seminary are trademarked, are the exclusive property of the corporate entity, the University of Dubuque, and cannot be used by other individuals or organizations without its consent.

All publications or any promotional efforts of any kind directed to an off-campus audience representing the University of Dubuque must be processed through the Office of University Relations in the Charles and Romona Myers Center (e.g. text approval, design direction, production.) For further information, contact the University Relations (563.589.3164).

Stationery used by students or student groups should not have the name University of Dubuque or University of Dubuque Theological Seminary printed on letterheads or envelopes unless it is preceded by the name of the student organization or by some other indication that it is not the official stationery of the institution. Official University stationery in any form may not be used for personal use.

The University and Seminary logos are trademarks of the University of Dubuque, are important to the overall image of each of the entities, and approval must be obtained from the Office of University Relations prior to the use of either logo for any purpose.

PARKING & MOTOR VEHICLE POLICIES

These regulations are provided to ensure the safety of drivers, pedestrians, and property, as well as manage parking for all who drive a vehicle on and around the University of Dubuque campus. All persons registering or driving a motor vehicle on UD property are responsible for knowing the rules and regulations governing parking and traffic. All persons who wish to park in any of the University parking lots must register their vehicle with UD's Safety and Security Office.

NOTE: The purchase of a parking permit does NOT guarantee a parking space. Parking is available on an "as available" basis.

University parking permits are required in all University parking lots. Parking lot types are designated by a sign at the entrance to each lot. It is the driver's responsibility to observe and obey the signs. Due to space limitations, only one car or motorcycle per campus resident may be kept in campus lots. The same parking rules apply to motorcycles as to cars. Permits are not transferrable.

Students must register vehicles by the end of the third week of classes or within 24 hours of bringing a vehicle on campus. In order to register, a valid driver's license, current proof of insurance, and the state vehicle registration form must be provided before a permit will be issued.

Students may register their vehicle online at Parking Permits. Permits may be picked up at the UD Safety and Security Office, located in the lower level of Smith Hall, Room 112.

All vehicles parked on UD campus properties must be currently licensed and operational at all times. Vehicles may not be left on campus unattended for extended periods of time. If you need to leave your vehicle in a residence hall parking lot over Christmas or Spring Break, please contact UD's Safety and Security Office to make appropriate arrangements. Vehicles may not be left on campus during summer break when you are not currently enrolled, or if your status shows that you are no longer a student at UD.

Permit Requirements & Parking Lot Assignments

All vehicles parked on the UD campus properties must have a UD Parking Permit. The UD Parking Permit is to be displayed inside the lower left corner of the vehicle's windshield. Permit should be fully attached with the adhesive. Any permits taped or not fully adhered to the window will be cited for Improper Display. The Safety and Security Office issues the following types of permits, which must be properly displayed to park on UD properties:

- Faculty/Staff – may be purchased by employees of the University; specific to designated lots as stated on the hang tags, which must be hung from the rearview mirror on the front windshield.
- Commuter – may be purchased by students who reside off campus; specific to lots designated on the permit.
- Residence Hall – may be purchased by students who reside in a resident hall.
- Neighbor – for students who resident in private homes located in “No Student Parking” areas. This permit is free, but student is NEVER to park in any campus lot.
- Campus Houses – for students residing in one of the University-owned houses.
- Evening – free to students enrolled in the LIFE Program for evening classes.
- Motorcycle – required for motorcycles and mopeds; must park in a designated space. *Note:* more than one motorcycle/moped may occupy one space.

The following short-term Parking Permits are available 24 hours a day from the Safety and Security Office:

- Visitor Permit – guests of students and the University are welcome to park in the Severance Lot located on Algona Street across from Severance Hall. Visitors should obtain a temporary parking permit if they plan to visit longer than a day or if there are no spaces in the Severance Lot.
- Temporary Parking Permit – are issued in the event of repairs, newly purchased cars, or rentals and are valid for no longer than two weeks at a time. Persons receiving a temporary permit are responsible for rules and regulations pertaining to parking on UD property.

Parking Fees

Student Parking Permit: \$85.00 per year

Replacement Permit: (with old sticker, in pieces) No charge

Replacement Permit: (without old sticker) \$85.00

Fee for permit will be billed to the student's account. Students who live off-campus as a resident of a house located on a street surrounding the University or designated through the City of Dubuque as a "No University Employee or Student Parking" area, must still register their vehicle at no charge.

Students who have not registered their vehicles and accumulated multiple parking violations will be assessed a \$25.00 license plate research fee which will be charged against the student's account.

No Parking Areas

No Parking areas include any areas marked by permanent or temporary signs, grassy areas, building entrances, crosswalks, garage entrances, and any other area not designated as parking areas. The absence of "No Parking" signs does not imply that parking is allowed. It is illegal to park in any area that is not designated for parking. Parking on most streets surrounding the University is prohibited by signs marking areas designated as "No University Employee or Student Parking" areas. The fine for parking in these areas is \$25.00.

Additionally, some residential streets are maintained as residential districts and all non-resident parking is prohibited by the City of Dubuque.

In addition, parking is not allowed in the following areas:

- Service lane between Peters Commons and the Science Center.
- Stoltz Sports Center service lane behind Smith Hall.
- Loading area and drop zone behind Peters Commons.
- Drive-through lanes in all parking areas.
- Middle and end of drive lane in Cassat and Donnell Halls parking area.
- All areas marked as fire lanes, either by sign or yellow-painted curb.
- All sidewalks and patios on campus.

Do not park in Handicapped Parking spaces, including the striped areas alongside the designated space, without the appropriate state issued permit.

General Parking Regulations

Parking in University lots requires an appropriate University of Dubuque Permit, which you can obtain from Safety & Security.

Parking is prohibited within:

- 15 feet of a crosswalk
- 10 feet of a fire hydrant
- 4 feet of a driveway

Vehicles MUST be parked in marked spaces and within stall markings.

Reckless driving/speeding is considered a blatant disregard of personal safety and property.

Emergency flashers will not be acknowledged as a signal for short term parking.

Townhouse Parking

Do not park on the circle streets in front of the townhouses. Parking on these streets may block access for emergency vehicles and they need to be able to access the area 24 hours a day. This will also help other drivers to see children when driving in and out of driveways. Please park in driveways close to the garages so the vehicles are not blocking the vision of drivers backing out of driveways. This will help all drivers see children.

Parking Fines

Violating University of Dubuque's Motor Vehicle and Parking Policies will result in the following fines:

- Handicapped Parking violation: \$200.00
- Parking in a fire lane or alley: \$50.00
- Falsifying a permit: \$50.00
- Careless or reckless driving: \$75.00
- No current permit: \$85.00
- Parking on the grass or on a sidewalk: \$25.00
- Parking in a "Faculty/Staff Parking" area: \$25.00
- Parking in a "Visitor" parking area: \$25.00
- Parking in a "No University Employee or Student Parking" area: \$25.00
- Parking where "Permit Not Valid in Lot": \$25.00
- Improper parking: \$15.00
- Improper display of permit: \$25.00
- Parking Prohibited: \$25.00

All parking fines are the responsibility of the student registering the vehicle. All parking fines are to be paid in the Cashier's Office on the third floor of the Charles and Romona Myers Center. Failure to pay parking fines in a timely manner will result in those fines being charged against your student account. Please note that unpaid student charges, including unpaid parking fines, may prevent registration for classes and the withholding of grades and transcripts.

Parking Questions and Violation Appeals

Questions concerning parking violations can be addressed with UD's Safety and Security Office. Appeals on traffic or parking violations must be made in writing and e-mailed to Security@dbq.edu or brought to the Security office, lower level Smith Hall, Room 112.

Vehicle Tow Policy

Any vehicle blocking another vehicle, a driveway, or a fire lane is subject to towing without notice, at the owner's expense. Vehicles with excessive tickets are considered habitual violators of the parking regulations, and may be subject to judicial referral to the Office of Student Life and/or towed at the owner's expense. Vehicles left abandoned or not operational will be subject to towing unless the owner has made arrangements with the University.

Bicycle Parking and Skateboard Policy

The University of Dubuque has an obligation to provide a safe environment for students, faculty, staff, and visitors and to protect University property. Skateboarding may present a safety issue for drivers, pedestrians, and the skateboarder. Skateboarding can also cause significant damage to benches,

railings, steps, curbs, and trash receptacles. Therefore, skateboarding, skating, and cycling are not permitted on campus, except for special events scheduled by the University. Bicycling is permitted in designated areas only.

Campus includes inside of buildings and the property surrounding the buildings, including campus steps and parking lots. “Skateboarding” refers to any motion of the skateboard with a rider on the board. “Skating” refers to the motion of skater wearing inline or regular skates. “Cycling” refers to riding by whatever means with one or both feet on the bicycle or unicycle.

All bicycles must be parked in the designated bicycle racks provided by the University on campus. If they are parked elsewhere, they may be removed by Safety and Security for safety reasons. Do not lock bicycles to trees, signposts, lampposts, railings, or anywhere else on campus where they may be an obstruction. When not in use, bicycles should be locked to a bicycle rack at all times with a heavy-duty steel chain and padlock (both with at least a ¼" shank) or U-type bar lock. Any bicycles found abandoned, locked in an improper location, or left in a bicycle rack after the end of the academic year (May 30) will be removed and placed in a storage area for 30 days. After 30 days, the University will dispose of such bicycles by donating them to a charitable institution that distributes bicycles to needy families. The University of Dubuque assumes no responsibility or liability for bicycles abandoned, left in improper locations, or left unclaimed for more than 30 days.

All gas powered vehicles, motorcycles, mopeds, and motorized bicycles must be registered with Safety and Security and parked in designated areas only (not in bicycle racks.)

Due to reported safety risks with hover boards (self-balancing scooters,) the University prohibits the possession, use, or storage of these items on campus. This includes all self-balancing scooters, such as hover boards, Segways, battery-operated scooters, or similar devices. UD will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards.

POSTING POLICY

All postings must be on the designated bulletin boards on campus. Posting on walls, doors, or windows will not be permitted.

Postings that are directly connected to a UD campus department, course, or registered organization can be posted on campus **after** receiving approval and a stamp from the Student Life Department (563.589.3128, 2nd Floor of Peters Commons.) Please note that for some posting locations, additional approval is also required. Any posting without prior approval and a stamp may be removed and discarded. Thumb tacks, push pins, or masking tape should be used when posting on the bulletin boards; no duct tape, packaging tape, or nails. Postings should be removed within 48 hours of the conclusion of program or event. If these guidelines are not followed, organizations and/or departments may lose posting privileges.

Postings not directly sponsored or affiliated with a UD campus department, course, or registered organization must also be “Approved for Posting” prior to being posted. Specific bulletin boards have been designated for non-UD related postings.

Once approved and stamped by Student Life, UD-related postings may be posted on the following bulletin boards only:

- *Blades Hall*: bulletin board on the second floor by classrooms.
- *Dunlap Technology Center*: bulletin board on main level outside of computer labs.
- *University Science Center*: anywhere along tack strips in the hallways.
- *Peters Commons*: bulletin board on lower level near the Bookstore.
- *Residence Halls*: 15 copies may be delivered to Office of Residence Life in Peters Commons; staff will hang posters in the residence halls on approved bulletin boards.
- *Van Vliet Hall*: bulletin boards at the bottom of the lower level stairwells.
- *Heritage Center*: large bulletin board by the student mailboxes and tack strips on walls.

Postings should **NOT** be placed in the following locations:

- Any glass doors or windows in any building
- Walls or doors in any building
- Alumni Chapel
- Heritage Center (other than the large bulletin board and tack strips as noted above)
- Chlapaty Recreation and Wellness Center: No posting unless approved by CRWC Director
- Myers Library: No posting unless approved by Library Staff
- Smith Hall (3rd Floor): No posting unless approved by Education Secretary
- Stoltz Center/McCormick: No posting unless approved by Athletic Staff
- Severance Hall: only approved Seminary-related postings (with prior approval of the Dean of the Seminary)

Promotional materials for official University events whose publications are produced by Media Relations and University Publications are exempt from this policy

Questions about the posting policies may be directed to the Student Life Office (563.589.3128) or mkruser@dbq.edu.

SEXUAL MISCONDUCT POLICY (Title IX)

The University of Dubuque is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. The University of Dubuque considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

The University of Dubuque does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the University.

Please refer to the University's Sexual Misconduct Policy: [Title IX Policy](#).

SOCIAL MEDIA POLICY

The University of Dubuque understanding the current popularity globally for social media use. Social media sites such as Twitter, Facebook, Instagram, and other sites are used by the majority of students in one form or another. Students should be aware that third parties, including other students, faculty and staff, future employers, media, etc., could potentially access individuals' profiles and view all personal information, including postings, pictures, comments, etc. Inappropriate material on social media sites can affect the perception of the student and the University. This could potentially be detrimental to students, including future employment options.

If a student's profile and its contents are found to be inappropriate in accordance with the expectations and guidelines of student behavior outlined in the Student Handbook, the student will be subject to disciplinary actions by Student Life, including potential suspension from the University.

Official University of Dubuque Social Media Sites must be approved in concept and registered by the University prior to creation and publication. All official UD sites will be administered by and managed by a University employee, and must comply with applicable University policies governing employee behavior and acceptable use of electronic and information resources. Only public information may be posted on Official University Social Media Sites.

STUDENTS WITH DISABILITIES

University of Dubuque Policy on Reasonable Accommodation for Qualified Students with Disabilities. The policy below is a shortened form of UD's full policy. For the full text, please visit: www.dbq.edu/academics/academicsupportsuccess/disabilityservices/.

The University of Dubuque (UD) encourages qualified students with disabilities to fully participate in the community of the University of Dubuque. All faculty, staff, and administrators will actively support qualified students with disabilities in all the University's educational programs, services, and activities. UD prohibits unlawful discrimination against qualified students with disabilities.

Responsibility for Identification and Request for Disability Services

It is the responsibility of the qualified student with a disability to disclose information regarding the nature and extent of the disability to the Director for Learning Support Services (DLLS) in the Academic Success Center when requesting accommodations. The DLLS will help the qualified student determine which UD personnel, i.e. faculty advisor, teaching faculty, administrators, etc., should be aware of the disability in order to provide the accommodations that are necessary and appropriate. UD will assist the qualified student in identifying potential accommodations taking into consideration, among other matters, the qualified students' needs, preferences, and available resources. Although every appropriate effort will be made to provide qualified students with requested accommodations, UD does not guarantee that a qualified student will automatically receive his or her choice of accommodations and reserves the right to make the final decision on the accommodations to be provided.

The State of Iowa has developed documentation guidelines for individuals with disabilities. The guidelines provide criteria regarding qualified diagnosticians as well as a time line for the documentation process. UD typically applies those guidelines, which are available from the Director

for Learning Support Services (DLLS) or can be found at www.dbq.edu/academics/academicsupportsuccess/disabilityservices/.

It is the responsibility of the qualified student with a disability to regularly provide appropriate current medical documentation of the nature and extent of the disability and the need for specific services or accommodations to the DLLS and to cover any costs associated with acquiring the appropriate medical documentation. If the University has reason to doubt the validity, accuracy, or completeness of the medical documentation, UD may require, at its own expense, the re-examination of the qualified student and/or his/her documentation by a service provider designated or approved by UD.

The process for identification should begin with the qualified student registering with the DLLS, where the student will receive procedural information and assistance in arranging needed services and accommodations. Qualified students with disabilities are expected to follow standard office procedures for requesting and acquiring services relative to a disability. Standard office procedures will include:

1. A meeting with the DLLS to review the student's medical documentation.
2. The DLLS will provide a Verification of Individualized Student Accommodations (VISA) form once the appropriate documentation has been provided.
3. The qualified students will provide the VISA form to the professor/ instructor of a course in which they are requesting specific accommodations.
4. An instructor who has concerns regarding the provision or nature of the requested accommodations should address those concerns with the DLLS who will act as a liaison with the qualified student.
5. Requests for additional accommodations should be directed to the DLLS.
6. It is the responsibility of the qualified student requesting an accommodation to follow up with a professor/instructor or other UD department(s) to ensure the accommodation is provided in a timely manner.
7. Faculty members who are not familiar with specific disabilities or appropriate accommodations should contact the DLLS for clarification and assistance.
8. In the event a faculty member denies an accommodation, the qualified student may request a joint review of the decision by the DLLS and the office of the Vice President for Academic Affairs. Findings and recommendations will be forwarded to the President for a final decision.

A copy of the Request for Accommodation form and response must be forwarded to the DLLS to be included in the qualified student's file.

Tests and Examinations

Examinations, tests, and other methods of evaluating qualified students with disabilities will be conducted in a manner to ensure that the results of the evaluation represent the qualified student's achievement in the course rather than reflecting the qualified student's disability. Appropriate methods of alternative testing for qualified students with disabilities will be determined on an individual basis, taking into consideration the type and extent of the qualified student's disability, the nature of the course material, provided that the alternative method of testing must be practical and not cause an undue burden or fundamental alteration in the nature of the testing program objectives and outcomes. Testing formats that can be demonstrated as essential to the integrity of the program of instruction

being pursued by such qualified student or to any licensing requirement will not be considered as unlawfully discriminatory within the confines of this policy. Alternative methods of testing may include, but are not limited to: additional time; use of a reader and/or scribe; alternative forms of the test such as large print, Braille, taped or oral versions; use of special equipment such as a computer or closed circuit magnifier; alternative test location; or any necessary combination of these alternatives. While it is necessary at times to have differences in specific requirements and in methods of evaluation, the overall level of academic challenge for qualified students with disabilities shall be equivalent to that for other students.

Auxiliary Aids

UD will provide qualified students with disabilities access to the appropriate auxiliary aids necessary to allow reasonable participation in UD's educational programs and activities, unless it fundamentally alters the nature of the program or activity in a way that interferes with the integrity of the program of instruction being pursued by such qualified students or to any licensing requirement. Auxiliary aids include services, adaptive equipment, or other educational assistance that enables a qualified student with a disability to participate in or benefit from the educational process. Auxiliary aids may include, but are not limited to: readers, sign language interpreters, note takers, tutors, and special equipment. The DLLS will assist qualified undergraduate and graduate students in locating tutors and readers. UD does not provide personal attendant care. The DLLS will help identify service providers and special equipment on campus or in the community. Rules may not be imposed on a qualified student's use of auxiliary aids if the rule would have a limiting effect on the qualified student's participation in the educational process (e.g., prohibiting guide dogs, interpreters, tape recorders, or other necessary special equipment in the classroom).

In unusually difficult cases, UD may provide alternative methods by which the qualified student with a disability may effectively meet educational requirements. Any such alternatives must be practicable and not interfere with the integrity of the program or activity or any licensing requirement. Such alternative methods may include, but are not limited to the following: course substitution, curricular modification, and extended time to meet requirements. Such accommodations will be employed only when deemed necessary and so long as the alternative method is nondiscriminatory in nature, is not unduly limiting to the educational process of the qualified student with a disability, and is reasonable under all of the circumstances.

Qualified students requesting auxiliary aids are expected to provide the DLLS access to medical, educational, psychological, or other information as necessary to assess the need for auxiliary aids. UD reserves the right to disallow the use of auxiliary aids that are or are reasonably likely to be disruptive to the academic environment.

Complaint Process

Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Relief may be sought from decisions, actions, or conditions that are believed to be in violation of the law or this policy statement.

Any member of the student body who believes she/he has not been reasonably accommodated as required by law or this policy, or who believes she/he has been unlawfully discriminated against on the basis of a disability, may initiate informal or formal actions for complaint resolution as outlined in

the University of Dubuque's Harassment Policy. These procedures are published in the Student Handbook or may be obtained from Student Life. The Director for Learning Support Services can be contacted at 563.589.3757.

SUBSTANCE ABUSE POLICY FOR THE STUDENT-ATHLETE

*Student-Athlete(s) [aka: Student-Athletes, Student Managers,
Student Coaches, Work Study (including First Aiders), Mascots, Cheerleaders]*

Philosophy

One of the greatest challenges facing society today is finding new and creative ways to control the increasing use of drugs and alcohol among students. The University of Dubuque recognizes the health risks and danger associated with the use of unlawful, illicit drugs and alcohol, and proposes the investitures of random drug testing to help control the temptation presented to many of our students. Colleges presently drug test under the approval of the NCAA, and private industry and businesses drug test prospective and present employees.

Individuals under the influence of drugs and alcohol provide a threat to the safety and the health of themselves and to others participating with them. They risk destruction of various body organs, addiction, the threat of diseases contracted through the use of non-sterilized paraphernalia, behavior modifications, and performance below their fullest natural ability levels.

The drug testing program will not affect the policies, practices, or rights of UD in dealing with any drug, alcohol, or tobacco possession or use where reasonable suspicion is obtained by means other than random testing. UD also reserves the right to test any UD student-athlete when there is reasonable suspicion to believe the student-athlete has used or is using a banned or illegal substance.

ALCOHOL EDUCATION AND TESTING POLICY FOR THE STUDENT-ATHLETE

The goal of the University of Dubuque's (UD) Substance Abuse Policy for the Student-Athlete is to ensure student-athletes practice, compete and work to the best of their ability, free from the influence of substance abuse.

Five objectives accompany this goal:

1. Contribute to the education of the student-athlete regarding substance abuse by encouraging student-athlete participation in campus-wide substance abuse prevention programs.
2. Aid student-athletes in finding medical assistance and counseling for substance abuse related violations.
3. Facilitate compliance with NCAA regulations concerning substance abuse.
4. Protect the health and safety of all student-athletes.
5. Prevent an unfair competitive edge by those who abuse certain chemical substances.

Any use of a substance belonging to a class of drugs currently banned by the NCAA (see ncaa.org) may be cause for loss of eligibility. For further information regarding substance abuse or usage or other medical questions, contact the Health Services Coordinator, Director of Athletics, or your Head Coach.

Procedures:

Consent

- As part of the NCAA rules for clearance to participate in an intercollegiate sport, each student-athlete must sign a form stating their understanding and willingness to abide by the UD Substance Abuse Policy.
- Each student-athlete must sign the NCAA Drug Testing Consent Form signifying they are aware they may be drug tested.
- Each student-athlete must sign a University of Dubuque drug-testing consent form stating they are aware they may be drug tested, both randomly and based upon reasonable suspicion.
- The UD Athletic Department reserves the right to conduct random drug testing or drug test any student-athlete if a member of the athletic department can show reasonable suspicion that a particular student-athlete is using, or in the case of anabolic steroids, has used any substance in violation of this policy. A positive test result will be considered a violation of this policy and may subject the violator to the consequences discussed below.

Reasonable Suspicion

- Reasonable suspicion is defined as a good faith belief, at the time of making the decision to test, that the information relied upon is accurate and there is reason to suspect that a student-athlete has used illegal or performance enhancing substances.

NCAA

- The University of Dubuque strictly adheres to the NCAA policies banning the use of performance enhancing drugs. The following are drug classes that are banned by the NCAA (NCAA Bylaw 31.2.3.1): Stimulants, Anabolic Agents, Diuretics, Street Drugs, Peptide Hormones and Analogues.

Introduction:

The University of Dubuque and its Department of Athletics has approved this policy and reserves the right to amend this policy as needed. Furthermore, this policy is not to be construed as a contract between the University and the student-athlete.

The University of Dubuque is concerned with the health, safety, and well-being of the student-athletes who participate in its programs and represent the University in competitive athletics. Substance abuse is one of the most important issues facing athletics in society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance- enhancement supplements, misuse of alcohol, and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at the University of Dubuque. This kind of substance use and abuse in sport can pose risks to the student-athlete's health and negatively affect their academic performance. It also can compromise the integrity of athletic competition and the ideals of the University of Dubuque. The Department of Athletics at the University of Dubuque believes it is our responsibility to do everything possible to protect the health and well-being of our student- athletes. Therefore we have adopted the policy at UD of being "caringly intrusive" in the lives of our student-athletes.

Purpose of the Athletic Drug Education and Testing Program:

1. To adhere to NCAA, athletic conference, and university policies, rules, and procedures regarding licit or illicit drug use by student-athletes.

2. To disseminate information and educate student-athletes about problems associated with drug and alcohol abuse.
3. To deter student-athletes from using drugs and alcohol.
4. To identify student-athletes who are using illicit drugs or abusing alcohol or other illicit drugs and provide avenues for remediation.
5. To assure all student-athletes, parents, and University officials that the University of Dubuque and the Department of Athletics is committed to providing a drug-free environment for the conduct of all athletic programs.
6. To protect the reputation and integrity of the University of Dubuque athletic program.

Consent to Participate:

As a condition to participate in athletics at the University of Dubuque, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and/or completion of an educational component. Failure to consent to or to comply with the requirements of this policy will result in suspension from participation or termination of eligibility to participate in athletics at the University of Dubuque. This includes anyone on the sport squad list.

Reasonable Suspicion Screening:

A student-athlete may be subject to testing at any time when the Director of Athletics, or his/her designee, determines there is individualized reasonable suspicion the student-athlete may be using a prohibited substance. Such reasonable suspicion may be based on objective information deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may be found, but not limited to: 1) observed possession of or use of substances appearing to be prohibited drugs; 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; 3) observed abnormal appearance, conduct, or behavior reasonably interpretable of being caused by use of prohibited drugs or substances; or 4) other evidence, including photos, videos, information displayed on social networking sites, police reports, crime logs, University security reports, Student Life reports (this includes the smell of drugs on the body of the student-athlete), etc. If reasonable suspicion is verified, the Director of Athletics, or his/her designee, will notify the student-athlete and the student-athlete must subject themselves to the testing policies outlined within the policy.

POLICY

Once “reasonable suspicion” has been brought to the attention of the Director of Athletics, or his/her designee, regarding the possible drug use of a student-athlete the student-athlete will be required to meet with the Director of Athletics or their designee. Based on the information and interview, the following steps may be taken:

First Violation

1. The student-athlete will be given the opportunity to take a drug test (at the student-athlete’s expense) or refuse the test.
2. If the student-athlete takes the test and the results are negative, there will be no sanctions.
3. If the student-athlete takes the test and the results are positive or if the student-athlete declines to take the test, the student-athlete will be required to complete an educational component arranged by the Health Services Office (at the student-athlete’s expense.) The student-athlete may practice and compete during this time. However, failure to complete the educational

component in the designated time frame will be considered a violation of the policy and may result in a Second Positive sanction. After the drug education component is completed the Health Services Office will do a follow-up.

4. After the first violation, the student-athlete will be subject to athletic department random drug testing as the standard of reasonable suspicion has been established. A positive drug test of any of the NCAA banned drugs found in Bylaw 31 of the NCAA Manual is a violation of the University of Dubuque Substance Abuse Policy and will result in the posing of imposition of appropriate sanctions. Depending on the severity of the violation, the Director of Athletics may suspend a student-athlete from team practice, competition, weight training, and/or team travel.

THE HEAD COACH MAY IMPOSE GREATER SANCTIONS and UNIVERSITY RULES AND REGULATIONS MAY BE MORE STRINGENT THAN THIS POLICY AND MAY HAVE ADDITIONAL SANCTIONS.

Second Violation

A second violation will result in a minimum suspension of 10% of the regular season. If the violation occurs out of season, the suspension will begin at the start of the next season of competition. The student-athlete will also be required to attend mandatory counseling/education sessions arranged by the Health Services Office with University of Dubuque Student Life. The same protocol listed under First Violation will be followed.

Third Violation

A third violation within the student-athlete's career will result in the immediate removal of the student-athlete from the athletic program for one year. The student-athlete may submit a formal request detailing the reasons why the student-athlete seeks reinstatement. This formal request may include the reason and circumstances surrounding the violations, ways in which the student-athlete is seeking to address the pattern of drug and alcohol abuse, etc. The request for reinstatement must be filed within two weeks of the student-athlete being suspended or dismissed from the team.

Fourth Violation

If a fourth violation occurs during the student-athletes career the student-athlete will be permanently dismissed from participation in athletics at the University of Dubuque.

Conclusion

This substance abuse policy is in effect during the entire year. There is no difference between in season and out of season violations. Violations accrue during the entire academic and athletic career of the student-athlete at the University of Dubuque. The University of Dubuque retains the option to test for other substances at the discretion of the Director of Athletics or Team Physician. The University of Dubuque athletic program discourages the use of dietary supplements that are untested and unproven. Many supplements contain items that are banned; yet are not listed as ingredients. If a student-athlete knowingly or unknowingly takes a banned substance and tests positive, the student-athlete may lose athletic eligibility. Before ingesting any dietary substance the student-athlete should first consult with the Health Services Office.

SUBSTANCE ABUSE PROTOCOL FOR THE STUDENT-ATHLETE

A qualified testing laboratory will be utilized for drug testing and a proper and effective chain of custody of collection specimens will be observed.

Screening results will be reported by UnityPoint Health-Finley Occupational Health and/or web based reporting to the UD Health Services Office within twenty-four to twenty-eight (24-28) hours of obtaining the test results.

The UD Health Services Office will immediately report the results to the UD Director of Athletics. The UD Director of Athletics will inform the Head Coach of the test results. The UD Director of Athletics will notify the student-athlete of the test results. If no notification is provided within ten days, the student-athlete may assume the test results were negative. The Medical Review Officer at UnityPoint Health-Finley Occupational Health will conduct an interview with the student-athlete if there is a positive lab result.

Further information:

- NCAA Banned-Drug Classes (subject to change).
- Stimulants, Anabolic Agents, Substances Banned for Specific Sports, Diuretics, Street Drugs, Peptide Hormones and Analogues.

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry. Therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or certified athletic trainer for further information (Bylaw 31.2.3.1.)

UNIVERSITY OF DUBUQUE

CODE OF CONDUCT

The University of Dubuque is committed to being a “community where diversity is appreciated and Christian love is practiced.” This commitment is reflected in the motto of the school, taken from I Corinthians 12:4, “Many Gifts, One Spirit.” The University of Dubuque is a people called together by God in a common Christian mission. Students, faculty, staff, trustees, alumni/ae, friends, and administrators—people with diverse gifts and vocations—have been brought together by God to live in covenant community in service to God and the world.

Early in the formation of God’s people, the rules for life together were set down, “You shall not steal. You shall not bear false witness...You shall not covet” (Exodus 20). Paul summarizes these laws in his letter to the Romans with this commandment: “Love your neighbor as yourself” (Romans 13:9). Jesus summarizes it this way: “Do to others as you would have them do to you” (Matthew 7:12).

As a faith-based community of teaching and learning, we bind ourselves to live by these precepts. Having been blessed by God, we will seek daily to love and respect each other so that we may be a blessing to the world.

STUDENT CONDUCT PROCESS AND PROCEDURES

[Graduate, Seminary, and LIFE students – See specific information provided in your program handbook.]

Action Plan: The University will resolve its conflicts with justice and compassion. The following student conduct process and procedures will be utilized for UD students for violations of UD values, policies, and procedures.

Definitions

Hearing Officer: A University of Dubuque official who has been given the authority by the Dean of Student Formation to conduct a student conduct hearing.

Student Conduct Board of Appeal: A group authorized by the Dean of Student Formation to consider an appeal on the grounds of failure to receive due process and/or the sanction imposed was excessive. The Student Conduct Board of Appeal shall be appointed by the President of the University, or their designee, and composed of faculty and/or staff members. [Note: Title IX case appeals will be heard by a Title IX Coordinator. See the Title IX Policy for further details.]

Mission

The Mission of the Student Conduct Program at the University of Dubuque is the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The program is designed to foster the ethical, moral, and spiritual development and personal integrity of students in the promotion of an environment that is in accord with the overall Mission and Values of the University.

Goals:

- Develop, disseminate, interpret, and enforce campus policies and regulations.
- Protect relevant legal rights of students.
- Deal with student behavior problems in an effective and efficient manner.
- Facilitate and encourage respect for campus governance.
- Provide learning experiences for students who participate in the operations of the student conduct system.

Philosophy

The basic student conduct philosophy at the University of Dubuque is one of education and focuses on the growth and development of students. Individuals charged with violating the values, policies, and procedures of the University of Dubuque are educated to accept responsibility and consequences for those actions, respect the rights of others, and develop self-discipline.

It should be understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the type of proceeding used, the disciplining of students must be consistent with the educational mission of the University. For this reason, the procedures employed and types of sanctions used on campus seldom resemble those used in the criminal process. Although students' rights to due process and fairness must be carefully protected, the rules of criminal law are neither required nor necessary to achieve the educational goals of University discipline. Therefore, legal counsel will only be allowed to participate or observe as an advisor in any student conduct proceeding at the University of Dubuque.

Responsibility

The formal responsibility for student conduct has been delegated by the President of the University to the Dean of Student Formation. The Dean of Student Formation may delegate another representative from the Student Life Department authority for student conduct. Whether the discipline case is processed by the Assistant Dean/Director of Residence Life, the Dean of Student Formation, or another designated hearing officer, the end goal remains the same—to redirect behavior into acceptable patterns and to protect the rights of all students.

Authority: Institutional

The primary authority for campus student conduct programs is the responsibility of the Dean of Student Formation. Violations of University academic policies are under the primary authority of the Vice President for Academic Affairs. Please see the Values Violations section for possible sanctions regarding academic violations.

Authority: Civil/Criminal

Activities of students may, on occasion, result in a violation of civil or criminal law. Although the University does not provide legal advice or retain counsel on the student's behalf, it may serve a supportive role to a student encountering legal difficulties. Students who violate the law may incur penalties prescribed by civil authorities. The student who violates University policies and/or Iowa state law in the course of his/her off-campus activities shall be subject to University disciplinary action. University action should be independent of community pressure.

The University reserves the right to enforce its own regulations against members of the University community when the action occurs on or off-campus. In the event a violation of a student's rights and/or University policy/Iowa state law occurs off campus, the Dean of Student Formation may conduct an investigation through any means he or she feels appropriate to determine if this off-campus behavior poses a threat to the peace, safety, or learning environment on campus. If the investigation reveals such a threat, the Dean of Student Formation shall refer the case to the appropriate student conduct body for a hearing and possible sanctions.

Students may be liable to penalties by both civil and University authority, as in the case of underage drinking or providing alcohol to minors. This does not constitute double jeopardy. Since the University does not function as a sanctuary from law enforcement agencies, the University will cooperate fully with these agencies when they are investigating alleged criminal activities. The University may, at any time it deems necessary, call upon civil law enforcement officials to assist in the confrontation of any student who violates institutional policies, rules, and regulations that may also be a violation of civil law.

STUDENT CONDUCT PROCESS

Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Formation or their designee responsible for the administration of the University student conduct system. Any charge should be submitted as soon as possible after the event takes place. Any student and/or organization accused of violating a regulation has the right to due process as outlined on the following pages.

Organizations so accused will be represented in the hearing process by their president and vice president or their designee. The advisor may be present during each step of the process, but only in an advisory capacity. The advisor may not address any hearing official.

Due Process

Due process is a concept of fundamental fairness. It is not a fixed or inflexible concept unrelated to time and circumstances. The courts have preferred to define it as the "gradual process of judicial inclusion and exclusion." Generally, due process embodies the concepts of fair play and reasonableness. In a nutshell, this means that if you adhere to the written standards of the student conduct process set forth by the Student Handbook, and these guidelines are fundamentally fair, student's due process rights will be protected. When there are situations that are not clearly defined in a handbook, it is safest to have a higher authority clarify the issue (i.e., the Dean of Student Formation.) Students whose due process rights have been compromised should be able to request a new hearing, but case dismissals on the grounds of due process are rare. Requests for a new hearing are handled through the appeal process.

Record Keeping

Academic and disciplinary records will be kept in separate locations. This minimizes the risk of improper disclosure of disciplinary information. Other than University expulsion, disciplinary sanctions shall not be made part of a student's permanent academic record, but shall become part of the student's confidential record kept in the Student Life Office. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, or University expulsion

may be expunged from the students' confidential record seven years after the student graduates.

Hearing Procedure

If any student is accused of a violation of any of University rules and regulations and denies violating these rules, a timely and fair hearing is guaranteed. Appropriate safeguards of the due process have been built into the procedures so that no permanent or recorded penalty shall be given until the student accused shall have had a fair chance to be heard. Appropriate appeals are also permitted.

Hearing Guidelines/Student Rights

The following procedural guidelines are established for the direction of all persons or bodies conducting formal hearings in student conduct matters:

- An appropriate University official will notify the student, through the student's University of Dubuque email, that the student is accused of violating a policy/regulation.
- The Dean of Student Formation or their designee (usually a member of the Student Life staff,) will conduct all initial formal hearings on student conduct matters.
- The student is entitled to an expeditious hearing of the case.
- The student may admit the alleged violation and request that the official take whatever action seems appropriate.
- All hearings are private and confidential.
- In cases involving more than one student, any of the involved students may request that their case be heard separately.
- The hearing officer may choose to hear the cases separately.
- The student may examine written testimony of any witness (names may be withheld to protect witnesses.)
- The complainant, the accused, or the hearing officer shall have the privilege of presenting witnesses.
- The student may be accompanied by an advisor of their choice at the hearing. The advisor is there only to advise the student who has been charged. The advisor may not speak on behalf of the charged student.
- The student may refuse to answer questions (without implication of admitting violation of University values, policy, or procedure.)
- The student is entitled to an explanation of the reasons for any decision rendered against them.
- An appropriate sanction will be imposed as soon as possible. The student would retain the right of appeal if they felt the sanction imposed was not in keeping with the gravity of the violation.
- If the student wishes to appeal the decision, they must do so in writing within three (3) school/business days. The Appeal Letter must be delivered to the Dean of Student Formation who will either act on the appeal or forward to the appropriate party depending on the origination of the hearing decision. An appeal of a decision made by the Dean of Student Formation will be heard by the Dean of Student Engagement or another UD official, dependent upon the type of case.
- The student shall be notified of their right to appeal an initial decision. Should the student appeal, any judgment assessed shall be suspended until acted upon by a higher body, unless the person's actions are considered dangerous to others.

STUDENT CONDUCT STRUCTURE

The guidelines indicated above shall be implemented as follows:

The Dean of Student Formation is responsible for the student conduct structure at the University of Dubuque. Alleged violations occurring within the resident student housing or by a resident student will most often be initially the responsibility given to a designated University official by the Dean of Student Formation. The designated University official then becomes a hearing officer. Students found in violation of University values, policies, or procedures may appeal. The appeal must follow all established guidelines as outline in this Student Handbook.

Process

In cases of original jurisdiction or appeals, the accused shall be accorded the full right of due process as outlined. Hearing proceedings shall be conducted as outlined in this Student Handbook. Alleged violations of University policies or regulations shall be reported in writing to the Dean of Student Formation. The Dean, or their designee who will serve as a hearing officer, will inform the accused, in writing, of their rights of due process concerning the alleged violation and arrange for a hearing. Students found in violation of University values, policies, or procedures may appeal following the established guidelines.

Reasonable time extensions because of the accused person's inability to appear shall be granted, but normally limited to a single reschedule. A record of proceedings shall be kept including the name of the accuser and the accused involved, the violation, the decision of the hearing officer, the reasons therefore, and the sanctions imposed. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer.

Rules of Evidence

There are varying standards of proof that are recognized in the various levels of civil proceedings. First, "substantive evidence" will most likely be required in the case before it reaches the board, meaning there must have been "enough" evidence as determined by University officials before the case would be adjudicated.

The three levels of evidence recognized in the civil courts are a "preponderance of evidence," "clear and convincing evidence," and "proof beyond a reasonable doubt."

A preponderance of evidence is when the existence of fact is more probable than not. The University of Dubuque uses this degree of evidence in order to establish responsibility or in violation. In most criminal cases, proof beyond a reasonable doubt is required to hold individuals responsible for a certain behavior. The courts have consistently viewed this degree of evidence necessary only in instances when life or liberty is at stake, thus, not requiring colleges or universities to adhere to such a strict standard.

Decisions

After hearing a case (of original jurisdiction), the hearing officer shall decide whether the student has violated each of the values, policies, or procedures with which the student is charged.

Should the student be found to have violated the University values, policies, or procedures, sanctions shall be determined in accordance with the severity of a violation. The Dean of Student Formation, in consultation with other Student Life staff, may immediately suspend any student from the University and/or residence facilities when that student threatens or causes physical harm to another student, or if the behavior of that student threatens the safety of other members of the community.

Appeals

Decisions may be appealed by the accused students, or complainants, within three (3) class/business days of the decision. Appeals must be in writing and delivered to the UD appeal official named in the sanction letter.

Grounds for Appeal

All grounds for appeal shall be based on:

- The emergence of new evidence that was previously unavailable or unknown during the investigation or original hearing;
- The grounds that some aspect of this policy or procedure was not adequately followed that significantly impacted the outcome; or
- The sanctions imposed are substantially disproportionate to the severity of the violation or fall outside the range of sanctions the University has designated for the offense.

All appeals will be conducted in an impartial manner by either the Dean of Student Formation or a another designated Appeal Official, neither whom conducted the initial investigation, or by the Student Conduct Board of Appeal that shall be convened for this express purpose. An appeal shall not be heard unless the accused presents a written request for an appeal which touches on one or more of the three (3) Grounds for Appeal issues. The Appeal Official or the Student Conduct Board of Appeal shall limit its inquiry to the issue(s) put forward in that complaint as these issues relate to its charge. If, in the opinion of the Appeal Official or the Student Conduct Board of Appeal, the appeal lacks merit, they have the power to refuse to accept it. If the Appeal Official or the Student Conduct Board of Appeal does accept the appeal, it shall review the reports and documentation from the original hearing.

Final Decision

After hearing an appeal, the Appeal Official or the Student Conduct Board of Appeal may decide as follows:

- Accept the original decision.
- Direct the case to be reheard if it is determined there was a failure to provide due process.
- Accept the original decision, but reduce the sanction imposed.

The decision of the designated Appeal Official or the Student Conduct Board of Appeal is final.

SANCTIONS DEFINED

Action Plan: Utilizing the resources at its disposal, the University will encourage all students to examine the moral and theological components of one's life. Sanctions for violation of University values, policies, or procedures are described in the following statements. Depending on the violation(s), a student may receive one or a combination of these sanctions.

Loss of Privilege: Removes from the student a privilege of use, access, or participation for a specified length of time to be determined with the violation and student in mind.

Loss of Representation: Removes from the student the ability to represent the University through participation on intercollegiate sports teams (this includes, suiting up with the team or sitting with the team during official games) and in any leadership roles on University committees and recognized student clubs or organizations for the duration of the time the sanction is in effect.

Responsibility Agreement: Defines the parameters of expected behavior for a given period of time. The agreement must be prepared by the student under the supervision of the designated hearing officer and be approved by the hearing officer before implementation.

A Responsibility Agreement should be designed with the specific violation and the student in mind and may include one or more of the following:

- A written apology to another person who has been offended or harmed through violation of an institutional policy, regulation, or requirement.
- Community service in which the student seeks to act in a positive manner and contribute to the community through a specific project or activity.
- A paper designed with the specific violation and student in mind in which the student is required to research a given topic and provide a written report on the nature of his or her research and findings. Specific paper proposals and deadlines will be agreed upon before implementation.
- Counseling in which the student and the Dean of Student Formation, or his or her designee, explore the nature of the issue and the reasons behind the specific violation in order to come to a resolution regarding future behavior. When extreme behavior indicates that professional counseling may be beneficial, the student may be referred.
- Participation in a co-curricular activity designed to help the person learn self-discipline and the value of being a part of a larger community.
- Any other creative educational or corrective experience designed specifically with the violation and the student in mind.

Restitution: Is the act of returning to another person something that has been stolen, or replacing that which has been lost, removed, damaged, or taken away. This includes reimbursement for repair or replacement costs of property (including clean-up costs) and, as it relates to persons, acknowledgment of intentional or unintentional wrong doing and compensation for that grievance in a way that restores and forgives all parties.

Reprimand: Is official notice, in writing, to a student reminding him or her that an institutional policy, regulation, or requirement has been violated and warns that person that a repeat of the offense will lead to disciplinary action.

Disciplinary Warning: Serves notice to a student that his/her behavior has not met University standards. The period of disciplinary warning will be defined.

Disciplinary Probation/Final Disciplinary Probation: Serves notice to a student that his/her behavior is in serious violation of University standards. The period of disciplinary probation will be defined. If another violation occurs during this period of disciplinary probation/final disciplinary probation, the question of rendering a more severe sanction (suspension or expulsion) will be raised. A sanction of final disciplinary probation automatically places the student not in good behavioral standing which invokes the loss of representation sanction.

Suspension from the University: Is separation of the student from the University for a designated period of time, after which the student may reapply for admission. Any student who is readmitted to the University will be required to design a Responsibility Agreement with the Dean of Student Formation outlining behavioral expectations for a specified period of time. Normally that period of time will be a minimum of one semester and a maximum of two semesters.

Expulsion from the University: Is a permanent separation of the student from the University of Dubuque with no opportunity for re-application.

Clear and Present Danger: If, in the opinion of the Dean of Student Formation, a student is a clear and present danger to the community, the Dean, in consultation with the President of the University, may suspend a student from the University pending a student conduct hearing (process described above) and an appeal process.

PARENT/LEGAL GUARDIAN NOTIFICATION POLICY

University personnel may, at times out of concern for a students' health, welfare, or in a grave emergency, (i.e. death of a student, etc.) notify parent(s)/legal guardian(s) of a student. When alcohol or drug violations of University policy occur and the student is under 21 years of age, University personnel may notify parent(s)/legal guardian(s) in writing and/or by telephone.

VALUES and VALUES VIOLATIONS

The University recognizes students' rights to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association as long as they are consistent with the mission and stated policies of the institution. The University expects the same respect and consideration from students going through the student conduct process. The University further recognizes the students' rights within the institution to freedom of inquiry and to the reasonable use of the services and facilities of the University that are intended for his or her education.

In the interest of maintaining order on the campus and guaranteeing the broadest possible range of freedom to each member of the community, a list of Values and Value Violations has been developed and is listed in the Student Handbook. All students are responsible for knowing the policies, standards, and regulations that are printed in the Student Handbook and available on the UD website at: www.dbq.edu/media/CampusLife/OfficeofStudentLife/2018-19-Student-Policy-Handbook.pdf. The following forms of misconduct by a student, or student groups, or organizations and their officers are subject to disciplinary action when they occur on campus or off campus. Conduct that is displayed electronically may be subject to the student conduct process. Staff does not police online social networks for possible violations. However, if information concerning a potential violation is brought to the staff's attention, a hearing may be conducted to determine whether or not a violation has occurred.

If a student feels they have been a victim of, or has witnessed, any type of misconduct outlined within the Values of the University of Dubuque (Integrity, Worth of the Individual, Self-Discipline, Respect for Community Authority, and/or Respect for Property and Stewardship of the Campus Environment) they are strongly encouraged to report the incident(s) to a member of the Student Life Office, a faculty/staff member, Human Resources, or Campus Safety & Security.

Action Plan: A value-laden education, which focuses on justice, ethics, and responsible stewardship within a globally diverse community, is stressed. We are committed to the Christian faith, and our belief leads us to hold a basic set of beliefs and standards regarding personal and community behavior and the consequences that such behavior will attract. In light of our conviction, the following are examples of inappropriate behavior. This listing is not inclusive, but is intended to give you a good idea of the types of behavior that may result in disciplinary action and sanction(s). Some sanctions may also include police or community intervention as well as University sanctions. *Seminary students – please see specific information in Seminary section.*

Value: Integrity

[Graduate, Seminary, and LIFE students – See specific information provided in your program handbook.]

Violation:

Academic Dishonesty

Definition: Academic dishonesty is defined as, and is not limited to, cheating, plagiarism, fabrication of information, non-permitted collaboration on assignments, and misrepresentation of student status. Knowingly making false allegations of academic dishonesty against any student will itself be considered a form of academic dishonesty.

In any case of suspected academic dishonesty, the instructor will initiate a meeting with the student. If an allegation of academic dishonesty is founded, the instructor will notify the student of the finding in writing or by email and send a copy of the notification, along with the evidence, to the Director of Teaching & Learning, who will keep a file of all substantiated offenses. Each semester, the Director of Teaching & Learning will report all offenses to the Academic Standing and Admission Committee. See *more specific details regarding first, second, and third offenses in the section on Processes and Consequences of Academic Dishonesty.*

General Evidentiary Policy:

The faculty member alleging academic dishonesty must present evidence to the student to support the faculty member's finding. If the student chooses to appeal a finding of academic dishonesty, he or she must produce evidence to support the appeal. At each stage of the decision process, the student and the faculty member may present additional evidence, so long as it is directly relevant to the finding.

Course Withdrawal Restrictions:

Once a student is informed in writing of an allegation of academic dishonesty, the student may not withdraw from the course. However, if the student appeals and is found innocent of the allegation after the withdrawal deadline has passed, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision.

Processes and Consequences of Academic Dishonesty

A determination of academic dishonesty will result in the imposition of the following sanctions, unless particularly severe or egregious cases result in the imposition of a higher level or other sanction(s).

First Offense: The student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding of guilt or innocence. If the allegation is founded, a grade of zero will be recorded for the quiz, test, examination, or work in courses with a letter grade, and "No Credit" will be recorded for the quiz, test, examination, or work in Credit/No Credit grade courses. If the student fails to meet with the instructor, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further.

After meeting with the instructor, the student may request an appeal of the unfavorable finding. An alleged first offense of academic dishonesty is appealable to the Director of Teaching & Learning. A student choosing to appeal will have 15 calendar days from the date on which the finding is made to schedule an appointment to meet with the Director of Teaching & Learning. The student should be prepared to provide evidence during the meeting to explain why the finding is false. Before making a decision on the appeal, the Director of Teaching & Learning will discuss the student's appeal with the faculty member and any other persons they deem necessary to draw a just decision. The decision of the Director of Teaching & Learning is final.

Second Offense: After receiving notification of an allegation of a second offense of academic dishonesty, the student will be required to meet with the Director of Teaching & Learning. After examining the evidence provided by the instructor and discussing the matter with the student, the Director of Teaching & Learning will determine a finding of guilt or innocence. If the student fails to

appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to appeal.

If the allegation is founded, a grade of “F” will be recorded for the course in which the offense occurred for courses with a letter grade, and “No Credit” will be recorded for Credit/No Credit grade courses. In addition to the above sanction, additional sanctions may be prescribed, such as ineligibility to represent the University in public performances and/or participate in recognized University activities (intercollegiate sports events, choir, student government, or other co-curricular program) for a specified period of time while enrolled at the University of Dubuque.

After meeting with the Director of Teaching & Learning, the accused student may request an appeal to an unfavorable finding. A second alleged offense of Academic Dishonesty is subject to appeal by the accused student to the Associate Dean for Undergraduate Studies. An appeal must be submitted in writing to the Associate Dean clearly explaining the reasons for and basis of the appeal along with evidence the appellant expects to submit at the hearing of the appeal. Students have 15 calendar days from the date on which the finding is made to submit an appeal to the appropriate office. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a hearing will be scheduled with the Associate Dean. The decision of the Associate Dean is final.

Third Offense: After receiving notification of an allegation of a third offense of academic dishonesty, the student will be required to meet with the Director of Teaching & Learning to discuss the possible ramifications of a third offense and prepare the student for appearing before the Academic Standing and Admission Committee. The student will then be required to meet with the Academic Standing and Admission Committee to discuss the alleged Academic Dishonesty offense. After consulting with the faculty member and meeting with the student and any other persons they deem necessary, the Academic Standing and Admission Committee will determine a finding of guilt or innocence. If the student fails to appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to any further appeal regarding the matter. In addition to recording a grade of F for the course in which the offense occurred for courses with a letter grade or a “No Credit” for Credit/No Credit courses, the student is subject to dismissal from the University.

Should the Academic Standing and Admission Committee recommend dismissal, the student may appeal the decision to the Vice President for Academic Affairs. After consulting with the faculty member and meeting with the student, the Vice President for Academic Affairs will make the final determination whether to dismiss the student. If the student remains at the University, the student will not be eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sports events, or other co-curricular programs for the remainder of the time he or she is enrolled at the University of Dubuque.

The decision of the Vice President for Academic Affairs (undergraduate student) is final and not subject to appeal by the student.

| Level | Action | Minimum Possible Consequence(s) | Appeal Process |
|----------------|--|--|--|
| First Offense | Meet with the instructor | Grade of -0-; no credit for specific assignment Cannot withdraw from course. | Director of Teaching & Learning |
| Second Offense | Meet with the instructor Meet with the Director of Teaching & Learning | Fails course May not be eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sporting events, or other co-curricular programs. Cannot withdraw from course. | Associate Dean for Undergraduate Studies |
| Third Offense | Meet with the instructor Meet with the Director of Teaching & Learning Appear before the Academic Standing and Admission Committee | Fails course up to dismissal from school If student fails course, he/she is not eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sporting events, or other co-curricular programs. Cannot withdraw from course. | Vice President for Academic Affairs |

Identity Fraud

All forms of academic dishonesty are considered serious violations of the ethical standards of the University of Dubuque, but one that is considered particularly egregious is identity fraud. Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school. Whether a first, second, or third offense, the student should follow the appeal process identified under the Third Offense outlined above.

Value: Worth of the Individual

We value the intrinsic worth of every individual in our community and seek to honor different opinions, attitudes, backgrounds, and beliefs.

Violations:

1. Physical Abuse/Assault

Physical abuse/assault is the physical abuse of any person, or other conduct which attempts or threatens to do harm to another person with force or violence including, but not limited to, striking, shoving, kicking, slapping, or otherwise forcefully touching a person.

2. Bullying

Bullying is defined as conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine the person's ability to work, study, or participate in their regular life activities or participate in the activities of the University.

Cyber bullying (or any type of harassment) will not be tolerated via social media. Cyber bullying can and will lead to disciplinary and/or legal action with detrimental consequences by the University of Dubuque administration.

This policy is not intended to, and will not be applied in a way that would, violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit.

If a student feels they have been bullied, the student is encouraged to report the incident(s) to a member of the Student Life Department, Residence Life staff, faculty/staff member, or Security.

3. Hazing

Hazing is any action taken or situation created intentionally that produces mental or physical pain, discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity.

Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/ climate in which dignity and respect are absent. (Reference Student Activities section for more details or contact Office of Student Activities at OSA@dbq.edu.)

4. Harassment

Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, retaliation, stalking, and/or other conduct that threatens or endangers the health or safety of any person, including racial, sexist, or ethnic slurs or public displays of racist or sexist pictures, cartoons, jokes, written materials or internet (i.e. Facebook, Twitter, Instagram, etc.)

Speech or other expression constitutes harassment by personal vilification if it:

- Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their sex, race, color, handicap, religion, sexual orientation, or national and ethnic origin;
- Is addressed directly to the individual or individuals whom it insults or stigmatizes; or
- Makes use of insulting or “fighting” words or nonverbal symbols.

5. Harassment: Sexual

Sexual harassment is unwanted/unwelcome, sexual, sex-based, and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment or retaliatory harassment, and/or creates a hostile environment.

Hostile Environment: A hostile environment is created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the university’s educational (and/or employment), social, and/or residential program.

Quid Pro Quo Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another constitutes sexual harassment when, submission to such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational (or employment) progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational (or employment) program.

- Examples could include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; and gender-based bullying.

6. Sexual Misconduct

It is our belief and experience that God’s gift of sexuality is special and is best reserved for expression between two people who have committed themselves to each other in that lifelong union known in Christian tradition as marriage. This policy will also be used to address persons who spend extended hours of a night together and/or sleep together.

Sexual Misconduct is any sexual behaviors that violates the University of Dubuque’s Code of Conduct and/or Title IX Policy. Prohibited conduct under this Sexual Misconduct Policy includes:

Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object or body part, by a person upon another person, without consent and/or by force. Sexual Contact can include:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse: any sexual intercourse however slight, with any object or body part, by a person upon another person, without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or digit penetration, and/or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual or Gender Discrimination: behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex, sexual orientation, or gender.

- Examples of sexual discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

7. Dating & Domestic Violence

A pattern of violence or abuse, power and control between those in an intimate relationship with each other. Some examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, or physically hitting, kicking, punching, slapping or scratching.

8. Retaliatory Harassment:

Any harassing action, taken against a person participating in a protected activity, because of their participation in the protected activity. Subject to limitations imposed by the First Amendment and/or academic freedom. Retaliation against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation is a serious violation of university policy.

9. Sexual Exploitation

When a person takes non-consensual or abusive sexual advantage of another for self-serving advantage or benefit, or to benefit or advantage anyone other than the one being directly exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; Prostituting another person; Non-consensual digital, video or audio recording of nudity or sexual activity; Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity; Engaging in voyeurism; Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; Intentionally or recklessly exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals; and Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

10. Stalking

Stalking is a course of conduct, directed at a specific person, on the basis of actual or perceived membership in a protected class that is unwelcome, AND would cause a reasonable person to feel fear. Repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. Any other university policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Value: Self-Discipline

We value intellectual, spiritual, and moral development and recognize the need for personal responsibility and responsible self-expression as we seek to become lifelong learners and of service to the community.

Violations:

1. Alcoholic Beverages

Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the State of Iowa, you must be 21 years of age.

Furthermore, the use, possession, distribution, /or consumption of alcohol or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department, or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Formation. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Students will be held responsible for the contents of their refrigerator, room, apartment, and/or house. If alcohol is found anywhere in a student's room or unit, that student may be found in violation of the alcohol policy. Regardless of a student's involvement in any event or activity, each student is responsible for the common living areas of his/her living space.

Illegal distribution of alcohol beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age is also in violation of the illegal distribution policy.

2. Complicity

Students associated with or present during the commission of an act(s) by another which constitutes a violation of University policy may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

3. Dishonesty

Dishonesty is knowingly or intentionally concealing requested information and being untruthful or deceptive, or knowingly or intentionally using, misusing, entering, opening, or possessing any University property, office, room, building, or equipment (including cable and phone lines, furniture, television, computers, computer files, keys) without authorization.

4. Fraud

Fraud is any action considered falsification, misrepresentation, or distortion of information or results (including tampering with the election of any University-recognized student organization); any forgery, alteration, misuse, or embezzlement of University or other documents, equipment (including computers and computer files), records, funds, property, or instrument of identification (including passwords).

5. Gambling

Gambling is defined as betting on or selling “pools” pertaining to athletic or other events, card playing either in person or in an online environment for money, rolling of dice for money, use of college property including phone and internet services for illegal gambling activities, involvement in bookmaking activities, or online gambling which the U.S. Government has determined to be illegal.

The University recognizes that, for some individuals gambling can become a destructive pattern of behavior. Resources are available to assist individuals who may be experiencing problems related to gambling.

The University President, or appropriate designee, may approve exceptions to this prohibition. Requests for an exemption to this prohibition are available in the Business Office.

6. Illegal Drugs: Use, Possession, or Distribution

Definition of Illegal Drugs

Illegal drugs constitutes the illegal use, possession, or distribution of controlled substances, including, but not limited to, prescription drugs, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, or other intoxicants. Any paraphernalia related to the illegal use, possession, manufacturing, or distribution of such drugs fall into the University illegal drug policy. Any other evidence that strongly leads a reasonable person to believe that such drugs or drug related activity is involved will be considered a violation of University policy and students may be subject to immediate suspension from the University.

Definition of Illegal Drug Use

Illegal drug use constitutes the use of drugs described in the above definition on-campus or off-campus in forms that include, but are not limited to, being smoked, ingested, inhaled, applied externally to the body, used through a syringe, or any other application device. Students can be found in violation of the illegal drug use policy with evidence of using drugs or being in the vicinity of illegal drug use whether the illegal drug use was on-campus or off-campus. Illegal drug use evidence includes, but is not limited to, odor, slurred speech, loss of coordination, hyperactivity, and bloodshot eyes.

Definition of Illegal Drug Possession and Paraphernalia

Illegal drug possession constitutes the possession of any drugs described in the above definition whether on a person, within personal effects or vicinity, or within any living area assigned to a student. Illegal drug possession on a person includes, but is not limited to, clothing pockets, personal items, or a body orifice. Personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, personal clothing, living quarters, and furniture, whether personally owned or University owned. Possession of drugs can be considered for items found on-campus and off-campus.

Illegal drug paraphernalia refers to, but is not limited to, bongos, hookahs, rolling papers, non-medically prescribed syringes, grinders, and pipes. Possession of paraphernalia in a personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, living quarters, and furniture, whether personally owned or University owned. Items found on-campus or off-campus can be considered possession of illegal drug paraphernalia.

Definition of Manufacturing and Distribution of Illegal Drugs

Illegal drug manufacturing constitutes any actions with the intent to manufacture illegal drugs on-campus or off-campus. Illegal drug manufacturing includes, but is not limited to, procuring ingredients specific for drug manufacturing, the direct manufacturing of an illegal drug, packaging of an illegal drug, or transporting an illegal drug.

Illegal drug distribution refers to any involvement in any transaction or attempted transaction of any illegal drug on-campus or off-campus. Students can be found in violation of the illegal drug distribution policy with any level of positive, affirmative, or conscious involvement in a chain of connecting any individual seeking the procurement of illegal drugs and a dealer of illegal drugs. Students can be found in violation of illegal drug distribution without having handled the illegal drug personally or without having been directly involved in the transaction.

7. Intoxication

Intoxication is defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.

8. Lewd, Indecent, or Disorderly Conduct

Conduct or speech that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises, at events sponsored by the University, or events that the University participates in either on or off-campus.

9. Noise

Noise is defined as any talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the Community.

10. Pets or other Animals

A pet violation includes the presence or evidence of the presence of an animal in a residence unit as set forth under the Pet Policy outlined in the Student Handbook.

11. Smoking and/or Tobacco Use

All University of Dubuque facilities and grounds, including any University-owned, leased, or controlled buildings, athletic fields, or vehicles are off limits for tobacco use, including but not limited to, or within a 25-foot allowance from any building doorway or window is a smoking violation. Hookahs, e-cigarettes, and/or other similar devices or nicotine-related products are prohibited on campus. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are subject to disciplinary consequences.

By directive of the City of Dubuque Fire Marshall, students found to be smoking on campus may be fined \$750 per incident.

The Iowa Clean Air Act that became effective on July 1, 2008 bans the use of tobacco-related products (encompassing cigarettes, chewing tobacco, snuff, snus, pipes, cigars, hookah, water pipes, vaporizers, etc.) in all indoor and outdoor spaces on the campus including: all University property,

parking lots (including in one's own personal vehicle), athletic fields, stadiums, University vehicles, apartments, residence halls, and University sidewalks. The law does not prohibit smoking on public sidewalks around the University, but a 25-foot allowance from any building doorway or window must be adhered to. The law takes a firm position concerning the failure to maintain a smoke-free campus that will result in civil penalties for both the individual and the University.

Value: Respect for Community Authority

We value our freedom but understand our need to exercise that freedom responsibly within the guidelines set forth by this community.

Violations:

1. Activities Obstruction

Definition: includes any participation in a demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; any obstruction or disruption of the free flow of pedestrian or vehicular traffic, or of teaching, research, administration, disciplinary proceedings; other University activities (including its public service functions on or off-campus); other authorized non-University activities when the act occurs on University premises; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

2. Computer Misuse

Definition: all policies outlined in the Technology Acceptable Use policy which includes, but is not limited to, criminal speech and/or use in the course of committing a crime, inappropriate, obscene, profane, lewd, vulgar, pornographic, disrespectful, threatening, or inflammatory language, video, or graphics. It also includes harassment, personal attacks (including prejudicial or discriminatory attacks), false or defamatory material about a person or organization, dangerous information (information that, if acted upon, could cause damage, present a danger, or educational or business operation disruption), violations of privacy, abuse of resources (use of chain letters or "spamming"), and copyright infringement or plagiarism. Also included is misuse of social media (see Social Media Policy.)

3. Unauthorized Entry

Definition: students, guests and all other unauthorized persons are prohibited from entering any University building or room, including residence facilities, as well as University owned or individually owned vehicles without expressed permission from an authorized University official, faculty, or staff member or resident of such housing unit or vehicle.

4. Student Conduct System Abuse

Definition: student conduct system abuse includes, but is not limited to, the following:

- Failure to obey the summons of a student conduct body or University official.
- Falsification, distortion, or misrepresentation of information before a student conduct body or a University official.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Institution of a student conduct proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student conduct

system.

- Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct system.

5. Guest and Visitation Guidelines

Campus Community Violations: being on an opposite-gender floor; being in a UD resident unit without an escort; being in a residence hall other than your own during Visitation Hours Restriction times; sleeping in UD housing that is not your assigned housing; being in a UD housing unit without having been approved through the Guest & Visitation Policy process; not adhering to the Guest & Visitation Policy or the spirit of the policy. *See the Guest & Visitation Policy in this Handbook.*

Off-Campus Guest Violations: having off-campus guests stay overnight without following the Guest & Visitation Policy fully; having guests in your residence hall who are under age 18 unless a sibling and approved by the Hall Director; having a guest who violates the values of the University of Dubuque; not adhering to the spirit of the Guest & Visitation Policy. *See the Guest & Visitation Policy in this Handbook.*

Value: Respect for Property and Stewardship of the Campus Environment

We value the privilege of living together and understand that our responsibility as stewards of this community requires acting in ways that respect the property of others, the environment, and the future of this University.

Violations:

1. Failure to Comply

Failure to comply with University policy and community standards with the directives of University officials or law enforcement officers acting in performance of their duties and/or failure to honestly identify oneself to these persons when requested to do so; failure to vacate a building after the fire alarm sounds or at the direction of a University official; failure to appear when summoned for an official meeting; failure to show respect for University faculty, staff, guests, or vendors including, but not limited to, verbal offensive behavior or obscene gestures; failure to complete community service hours and/or designated projects by the deadline stated with a sanction.

2. Refusal to Identify Oneself

Refusal to identify oneself; failure to display a University identification card or other identification; providing false identification to any appropriate University official or designee upon reasonable request.

3. Fire Setting and Arson

The deliberate act of lighting a fire without authorization. This includes use of fireplaces, candles, incense, or any other flammable or smoldering device in a residence hall or campus building. Arson is

the act of setting a fire with the intention of destroying property.

4. Fireworks Possession or Use on Campus

The possession, use, or distribution of fireworks, explosives, incendiaries, flammables, or mixing of dangerous chemicals to produce such reactions is prohibited.

5. Littering

The deliberate act of leaving your garbage in a place other than within approved disposal containers, including but not limited to, cigarette butts left on the ground, garbage, food or beverage containers, or other debris left in hallways and on floors or near a garbage container.

6. Reckless Behavior

Any behavior that creates risk of danger to others or the University community including, but not limited to, propping open exterior doors in residence halls, throwing objects from windows, climbing outside walls of buildings, climbing through windows, removing window screens, removing lounge furniture from designated locations.

7. Safety Concerns: General

Failure to observe all safety regulations applying to specific use of electrical appliances and/or cooking in the residence halls; failure to clean up any accidents involving, but not limited to, tobacco chew, spit, vomit, urine, feces, hair, food, or other products; any actions considered by state law, local ordinance, or University community standard to be a threat to the safety, health, and welfare of oneself or others.

8. Safety and Fire Prevention: Equipment Tampering

Tampering with, damaging, destroying, or improperly using safety equipment or fire-prevention equipment such as exit lights, stair rails, fire exit doors, smoke detectors, fire alarms, fire escape stairs, or corridors. By directive of the City of Dubuque Fire Marshall, students found to have tampered with equipment will be fined \$750 per incident.

Setting off a false alarm is also a criminal offense under the City of Dubuque Fire Code, Section 10202, and is punishable by a court fine of \$100 and/or 30 days in jail. Students who do not leave during a fire alarm may be referred to the City of Dubuque and are subject to a fine of up to \$750 for a first offense and \$1,000 for any subsequent offense.

In addition to other sanctions, restitution charges for fire extinguishers are:

- Recharge Costs: ABC Dry-Chemical - \$55.00; Water Extinguisher - \$45.00
- Replacement Costs: ABC Dry-Chemical - \$105.00; Water Extinguisher - \$95.00

9. Theft

Taking, selling, or possessing property without the consent of its owner or without proper remuneration.

10. Vandalism

Any deliberate act of destruction (removal, destroying, defacing, or damaging) to any part of the University of Dubuque or any items of personal property, including but not limited to, any property (including buildings, grounds, or equipment) belonging to the University or to any student, faculty,

staff, or guest of the University; any destruction that remains unreported by those responsible for accidental damage to such items.

11. Weapons

The University of Dubuque expressly prohibits the possession and/or use of weapons on campus, on properties or facilities owned or occupied by the University of Dubuque, and at activities or events sponsored by the University. Possession includes carrying weapons on or about your person (e.g. holster, pocket, backpack, etc.) or other area under your effective control (e.g. residence hall, campus housing, storage locker, etc.) including, but not limited to, any vehicle located on University of Dubuque property.

For purposes of this policy, the term “weapons” includes:

- Firearms or ammunition of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to, pellet, flare, tranquilizer, Nerf, stun, spear, and dart;
- Swords, knives, daggers, switchblades, and other spring-operated knives or projectile knives, whether common, antique, novelty or specialty, but excluding pocket knives with blades of three inches or less, and knives designed exclusively as eating utensils;
- Martial Arts weapons including, but not limited to, nunchakus, staffs, and throwing stars;
- Bows and arrows, or slingshots;
- Explosive devices including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses;
- Any other items or devices banned from open and concealed carry under federal or Iowa law, including those items or devices that in the reasonable discretion of Campus Security pose a risk to the University community similar to that posed by any of the items or devices mentioned above.

The University permits individuals to carry pepper spray or mace for the purpose of fending off a sexual assault or other unwanted attack.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license, with the exception of weapons carried by local, county, state, and federal law enforcement, correctional officers, and members of the United States armed forces or National Guard as required for the proper fulfillment of their official duties.

If you possess weapons in violation of this policy you will be required to remove the weapons or yourself from University property. You may also be subject to dismissal from the University and its residence facilities, events and activities, and debarment from University premises and business relationships. If the University finds you to be in violation of this policy, charges may be referred against you with local and state authorities for criminal prosecution in addition to the institution of University disciplinary proceedings and sanctions.

Violations or suspected violations of this policy should immediately be reported to UD's Safety and Security at 563.589.3333.

UNIVERSITY OF DUBUQUE

THEOLOGICAL SEMINARY SPECIFIC POLICIES

Acronyms

AH - Alumni Hall
ATS - Association of Theological Schools
BI - Biblical Division
BLC - Blades Chapel
CE - Christian Education/Continuing Education/Contextual Education
CIF - Church Information Form
COTE - Committee on Theological Education
CPE - Clinical Pastoral Education
CPM - Committee on Preparation for Ministry
D - Dubuque Campus or Severance Hall
D.Min. - Doctor of Ministry Degree
DS - District Superintendent
FAFSA - Free Application for Federal Student Aid
G - University Science Center (Goldthorp)
GPA - Grade Point Average
HT - History/Theology Division
I - Incomplete
MACL – Masters of Arts in Christian Leadership
M.A.M.D. - Master of Arts in Mission and Discipleship
M.Div. - Master of Divinity
MN - Ministry Division
ORDs - Presbyterian Church Ordination Exams
PIF - Personal Information Form
PNC - Pastor Nominating Committee
SPM - Supervised Practice of Ministry
TOEFL - Test of English as a Foreign Language
TSAD - Theological School Advisory Delegate
UD - University of Dubuque
UDTS - University of Dubuque Theological Seminary

SEMINARY MISSION STATEMENT

A Community after God's Heart:

Shaped by faith in the one God, Father, Son, and Holy Spirit.

We seek to follow Jesus,

Walk in the Spirit, Join God's mission.

We are a Christian Seminary dedicated to forming God's people for servant leadership in ministry and mission:

- Gathering in gratitude and faithfulness, to be reformed according to the Word of God.
- Growing in the Church's biblical faith in the Triune God.
- Excelling in theological education and scholarship.
- Living as faithful stewards of God's gifts.
- Engaging the changing needs of the Church and the World.

ACADEMIC POLICIES AND PROCEDURES

Advising / Faculty Advisors

Upon admission to the M.Div. or M.A.M.D. degree program, each student is assigned a faculty advisor by the Director of Seminary Vocation. When possible, student preferences as to choice of advisor and proposed academic interests are taken into consideration. After one year, a student may make a request to the Director of Seminary Vocation for a different faculty advisor. Students admitted to the University/ Seminary cooperative 3/3 program are assigned an undergraduate 3/3 program advisor. The University assigns undergraduate advisors at the time of matriculation.

The advisor guides and encourages the student with reference to the student's academic program. The student is ultimately responsible for planning their own program and meeting academic requirements, course sequences, and the normal load limit in order to complete the program. The Seminary cannot guarantee that every course will be offered each semester.

UDTS faculty members are scholars who are pastors, teachers, and church leaders. The advisor assists in building ties within the community and seeks to encourage and facilitate the individual development of the student.

Attendance Requirements

Professors have the discretion to issue a grading penalty for excessive absences including failure to log in or participate in assigned class sessions. While each instructor may set a more stringent policy, in no case will any student who is absent from one third of the classes (residential) or who fails to log into one third of the course sessions in a timely manner, including lectures and class forums (distance and flipped class resources), receive a passing grade. Worship is at the heart of Christian life, vocation, and community. We urge regular participation in chapel and other occasions of worship to God's glory, the blessing of the worshippers, and inviting witness to the wider community.

Cheating/Academic Dishonesty

The Seminary defines cheating as the dishonest use of resources. Cheating on any academic

assignment is prohibited. The first offense of cheating, once established, shall be penalized by an “F” on the assignment. The second offense of cheating, once established, shall be penalized by an “F” in the course. The third offense, once established, shall result in the student being eligible for dismissal. The Academic and Student Affairs Committee of the Seminary, with the Dean, shall adjudicate all claims of cheating and enforce this policy. Appeals of the decision of the Academic and Student Affairs Committee can be directed to the Vice President of Academic Affairs through the Director of Seminary Vocation. The decision of the VPAA is final.

Course Evaluation

All courses are evaluated by students at the end of each semester in order to provide feedback to the faculty and administration. Evaluations are conducted during an announced evaluation period at the end of the semester. Instructors see these evaluations only after all grades for the course have been turned in to the Registrar.

Course Load

Students are not ordinarily permitted to register for more than 14 credit hours per semester (including 5 credits per August/J-term) without permission of the Academic and Student Affairs Committee. Students employed for 20 or more hours per week may not register for more than 11 credits per semester. Distance students ordinarily carry a load of five (5) credits per residency and 6-7 credits per semester. Young Adult Ministry Scholars (YAMS) are required to take courses during the January term.

Covenant of Academic Accountability

“...comfort each other and edify one another...recognize those who labor among you and are over you in the Lord and admonish you, and esteem them very highly in love for their work’s sake.” (1 Thes. 5:11-13)

We, of the University of Dubuque Theological Seminary, believe that the Bible provides us with insights for our lives; and that in response to this belief, we actively strive to apply these truths in a consistent manner in every aspect of our daily living. With the Holy Spirit and the Scripture as our inspiration, we conceive of ourselves as being called into a covenantal relationship with God and with each other, where we agree to uphold one another in a spirit of unity, mutual responsibility and mutual accountability.

In keeping with this belief, we hereby covenant with each other to individually and collectively endeavor to maintain the highest standards of honesty and integrity in all areas of our lives, including our academic pursuits. Furthermore, we covenant together to be truthful and seek righteousness and wisdom in all things. As students, we covenant that each of us will submit only our own work which has been completed within the specified instructions, and that each of us will learn and employ the proper methods for expressing the ideas of others as they influence and support the formation of our own thoughts.

To all these things we pledge ourselves as members of the Body of Christ and of this covenant community. For as such, just as we are able to share in each other’s victories and achievements, so do we also recognize that when one of our members falters we all falter, and when even one of us

fails we all suffer the blow. Therefore, we accept that as part of this covenantal body, we are both privileged and obliged to advise and to caution one another should temptations or transgressions arise; just as we are also obliged and blessed to hear the members of our community should they seek to hold us accountable for our words and our deeds.

Cross-Registration

Students who are registered for any UDTs degree program have the option of cross-registering for courses offered by Wartburg Theological Seminary as available, up to a maximum of 6 credit hours per semester. With the approval of their advisor and the Dean of the Seminary, students may request permission of the Academic and Student Affairs Committee to register for upper-level undergraduate courses at the University of Dubuque that are applicable to their UDTs program. In such an instance, the Committee will require the professor of the undergraduate course to submit a description of the ways course requirements will be augmented to meet graduate expectations. Once a student has matriculated at the Seminary, all core courses must be taken at UDTs.

Degree Requirements

Degree requirements for the Master of Arts in Mission and Discipleship, the Master of Divinity, and the Doctor of Ministry degree programs may be found in the UDTs catalog. In the "Recommended Course Sequence" courses are listed by the most appropriate terms in which to take them. Degree Plan Sheets allow you to easily track those courses you have taken. Links to these on the Moodle home page.

Health Insurance Coverage

Seminary students, both residential and online, are required to show proof of health insurance coverage each year. Students without insurance coverage may not be permitted to enroll in courses until coverage is obtained.

Plagiarism

The Seminary defines plagiarism as the copying or use of another person's work in any form without acknowledgment. Students shall not represent the work of another as their own or in any way misrepresent their own work, or the work of another. The use of any outside source, whether of idea or of paraphrase, shall be properly acknowledged. Any quotation, even of phrase, shall be marked by quotation marks. Misrepresentation shall be avoided. The first offense of plagiarism, once established, will be penalized by an "F" on the assignment. Second offense, once established, will be penalized with an "F" for the course. Third offense, once established, results in the student being eligible for dismissal from the Seminary. The Academic and Student Affairs Committee of the Seminary, with the Dean, shall adjudicate all claims of cheating and enforce this policy. Appeals of the decision of the Academic and Student Affairs Committee can be directed to the Vice President of Academic Affairs through the Director of Seminary Vocation. The VPAA's decision is final.

Probation

A student whose cumulative grade-point average falls below 2.0 or who receives a grade of "F" or "No Credit" for six or more semester hours in a given semester shall be placed on academic probation. Students on academic probation do not have the option of choosing credit/no credit grading and are not eligible for financial aid.

Students who have attended colleges or universities that are not regionally accredited, or who have a marginal academic record, may be admitted on academic probation. Students who are on academic probation for two successive semesters may be dismissed from the Seminary.

In situations in which a student's poor academic performance is the result of unforeseen personal circumstances, the student may make written application to the Academic and Student Affairs Committee of the faculty to have financial aid eligibility reinstated for the following semester. Such application must ordinarily be made before the first day of the following semester.

Registration

Students register for courses using MY UD. Registration requires clearance from the student's advisor. Students must be in good financial standing with the University in order to register for classes.

The Director of Seminary Vocation registers new students for August term courses. New students register for fall courses during orientation. Returning students must register for the following semester's courses during the announced registration period.

Statement on Academic Dishonesty to be Appended to All Self-Proctored Tests/Quizzes

All self-proctored tests or quizzes shall have the following statement appended: "I promise that I have not received unauthorized assistance during this quiz/test. If a closed book assignment, I have not used any resources in print or digital form. I have completed this assignment in the time stipulated by the instructor."

GENERAL INFORMATION

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) directs the University to limit access to student records. While this act limits accessibility, it also provides avenues for students and their parents to gain access to information. This law directs the University not to release information about a student to anyone other than those prescribed by law, unless he or she has given written consent.

FERPA affords students and parents of dependent students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to refuse to let the institution disclose designated directory information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

In order to both comply with these regulations and to respond to the Seminary's concern for student rights, the following information and procedures are set forth regarding the various types of records kept at UDTS:

Permanent File - These records are kept in the Registrar's Office and are available to faculty and certain administrators. They include the following from the application file unless a note in the application file indicates that a requirement was waived: application form, personal statement, prior transcripts, the student's permanent academic record, all requests for late work, any disciplinary actions taken by the institution in regard to the student, and letters and other information that might be of further interest received by the student, the judicatory of care and other sources. Information considered confidential under the Family Educational Rights and Privacy Act is not part of this file.

Supervised Practice of Ministry File - These records are kept in the Office of Field Education. They include SPM placement records, grades, and summary evaluations, as well as Pulpit Supply evaluations and notes from the churches. These files are destroyed one year after the student graduates from Seminary. Students may have their SPM evaluations after graduation. Students may sign a waiver giving their faculty advisor access to their file for purposes of letters of recommendation.

Financial Planning File - These records are kept in the Financial Planning Office. They contain financial information gathered when a student requests financial aid.

Student Files - There are files for students kept in the Dean's Office with correspondence and decisions regarding requests for leaves of absence and course extensions and disciplinary action.

Students have access to all official records directly related to them with the following exceptions:

- Confidential recommendations.
- Confidential deliberations of the Admissions Committee.
- Personal records of faculty members and administrators that are not accessible or revealed to any other person, except a successor.

Students must make a written request three days in advance for access to their Permanent Files and SPM Files. A person denied admission does not have access to their application files.

Informal meetings with those responsible for the records are encouraged in order to discuss any disputes concerning the content of records. If a student believes that the content of records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and if informal meetings with those responsible for the records have not satisfied the student, that student may request a formal hearing. The procedures that shall be used are as follows:

1. The student shall make a written request to the Dean of the Seminary for a formal hearing.
2. The Dean shall appoint a committee to conduct the hearing and reach a decision. The committee shall be composed of faculty and students who do not have direct interest in the outcome of the hearing.
3. The student shall be afforded a full and fair opportunity to present evidence relevant to the

issues raised.

4. The decision shall be rendered in writing within one month of the written request for the hearing.

Release of Personally Identifiable Records

Only faculty and administrators who have a legitimate educational interest shall have access to a student's personally identifiable records in the files delineated above or in the computer network of the Seminary. No other persons shall have access to such records without the written permission of the student. Written permission to release personally identifiable records other than to faculty and administrators shall include:

- Signature of student giving consent
- Date
- Records to be released
- Names of parties to whom such records will be released

A record shall be kept in each file indicating all who have requested or obtained access.

Release of Designated Items

The following items will be released by UDTs for public use in the directory:

- Name of self, spouse, children
- Campus address and permanent address
- E-mail address
- Telephone number
- UDTs degree program and platform
- Denomination
- Directory photographs

Any student who refuses to permit release of any or all of the above items, as is the right of the student, must do so in writing by the end of the first week of classes of the fall semester.

Reports sent to denominational supervisory committees

Students must request such reports as are required by their denominational supervisory committees. Grade reports may be requested from the Registrar. SPM reports may be requested from the Director of Field Education. Please see the Student Life office for a complete copy of FERPA Guidelines.

Newsletter

The GOOD NEWS is a weekly publication of the University of Dubuque Theological Seminary Student Council published on Mondays that includes news and information for and about the Theological Seminary. To submit an item to the GOOD NEWS, e-mail submissions as attachments to goodnews@dbq.edu by Wednesday afternoon of each week.

Facilities

Alumni Chapel

When the Alumni Chapel is open and not otherwise being utilized, it is available to students for prayer and meditation.

Peters Commons

This building is home to the Jack and Barbara Smeltzer Dining Hall, the Student Life Department, including the offices of the Dean of Student Formation, Residence Life staff, Career Services, the Campus Mom, and UD's Counseling Services. Peters Commons also houses the office of the Campus Stores manager, the Advising and Vocation Center, the Babka Bookstore and Gift Shop, and Aladdin Food Service offices.

Severance Hall

This building is generally opened at 7:30 a.m. on weekdays. It is locked at 5:00 p.m. unless there are evening classes in session. When a class is not meeting in a room and when the room is not reserved for a particular group, it may be used by any student for studying or for informal gatherings. For planned gatherings related to the Seminary, rooms may be reserved with the Seminary Dean's office.

The first floor of Severance Hall houses the University's Academic Deans' offices, Severance Lounge and kitchen, and two classrooms. The second floor has Seminary faculty and staff offices, the Seminary Dean's office, the Director of Seminary Vocation and Field Education, and two additional classrooms.

A refrigerator and coffee are available in the kitchen off Severance Lounge. Please mark personal food left in the refrigerator or on the counter top otherwise it will be considered an offering to the community. Food left for over a week may be disposed of.

OTHER INFORMATION

Communicating with Faculty

Every student at the Seminary is encouraged to communicate their educational goals and needs to the Seminary faculty. This is especially important for students who often have special circumstances which need to be brought to a professor's attention.

Make an appointment with your instructors as soon as possible. Discuss with them any and all matters related to your full participation in your courses. These might include:

- Your vocational and current learning goals.
- Your home mailing address and phone number.
- How to submit assignments.
- How best to communicate time-sensitive information.
- Other arrangements concerning your participation in the course, e.g. small group scheduling, notification of class cancellations.

Please use your dbq.edu assigned e-mail address for all official Seminary correspondence. Faculty are not responsible for e-mail and attachments sent via other providers which may be auto-routed to junk mail.

When it is necessary to miss a class, please email your instructor.

Ecclesiastical Relations

Presbyterian: Periodically throughout the fall and spring semesters at Westminster Table, the Presbyterian students and faculty discuss issues related to fellowship, ministry, and life and ministry in the PCUSA. Those on campus also share a meal. Electronic and print resources are made available to students studying via a distance/online format. Some of these sessions are also recorded or streamed live.

Resources on the Presbyterian ordination process are available from the Director of Seminary Vocation. Students are strongly encouraged to remain in close contact with their Committees on Preparation for Ministry as the CPM may have additional requirements beyond what UDTS requires for graduation. The Presbyterian Ordination Exams are held three times each year (in September, January, and April.) The Bible Content Exam is offered twice a year in August and February. Students must have permission from their CPMs in order to take the ordination exams. Presbyterian students are encouraged to read the ordination exam handbook found at www.pcusa.org/resource/handbook-ordination-examinations/. Any further questions about the exams should be addressed to the Office of Field Education. The Office of Field Education can also assist with vocational discernment and placement consideration.

United Methodist: Twice during the August residency, and every other week during the fall and spring terms, the United Methodist students and faculty gather for Wesley Tables for a shared meal and a discussion of issues related specifically to United Methodist students. While UDTS does offer the United Methodist courses required by the denomination, it is important for students to be in regular contact with their district superintendents to ensure that all district requirements are being met.

Other Denominations: During the fall and spring terms when Monday mid-day fellowship is held, students of many denominations gather to share in a meal and discussion from Noon-1:00 p.m. On designated weeks, faculty meet with students of particular denominations for support in denominationally relevant ministry preparation. On many Mondays members of other denominations join Westminster Tables. All students are encouraged to check with their respective judicatory regularly about denominational requirements. Some requirements can be met on campus at UDTS while others may require the student to attend a summer course at a denominational Seminary.

Food Pantry

The UD Food Pantry is available for use by all students as a source of food assistance. It is a function of the Food and Housing Ministry of the Seminary Student Council. The UD Food Pantry is located in the Lower Level of Peters Commons. Details regarding policies and use of the UD Food Pantry are available from the Food Pantry Coordinator.

Pulpit Supply

The Pulpit Supply program is designed to give students experience preaching and leading worship,

and help meet the temporary needs of congregations seeking worship leadership. Students are usually paid a stipend for their services. If you are interested in pulpit supply preaching, contact the Field Education Office at 563.589.3115.

SEMINARY SPECIFIC POLICIES

Advertising Policy

All persons wishing to post notices/advertisements on the Seminary bulletin boards need to bring a copy of the proposed advertisement to the Seminary Dean's office for approval before posting or distributing. See also Campus Posting Policy for all other postings on campus.

Discipline

The Seminary Dean and the Academic and Student Affairs Committee are responsible for discipline of Seminary students. If, in the opinion of the Dean and the Academic and Student Affairs Committee, the continued membership of the student is prejudicial or potentially injurious to the student or community, the student may be dismissed. The decision of the Academic and Student Affairs Committee may be appealed to the Vice President of Academic Affairs. The VPAA's decision is final.

Policy on Inclusive Language

The University of Dubuque Theological Seminary affirms the equality of women and men in ministry and in the Theological Seminary, and affirms that language used in reference to humanity and to the people of God shall be gender-inclusive. Papers and assignments done in the Theological Seminary shall conform to this guideline. Papers having gender-biased language are unacceptable and shall be returned to the student for correction and, if applicable, a late penalty will apply. The Seminary encourages all members of the community to be patient and encouraging with one another, as we all work toward the goal of language that reflects the unity and diversity of God's people.

CONTACT, COMPLAINT, AND POLICY INFORMATION

Sexual Harassment Policy (Title IX)

"As God who called you is Holy, be Holy yourself in all your conduct." -1 Peter 1:15
Standards for ethical behavior for all Christians are grounded in scripture. As forgiven people, we are to live out and proclaim the Gospel and to work for reconciliation, for the good, and for justice. By the power of the Holy Spirit we are called to refrain from doing harm and to respond to Christ's love in positive and constructive behavior toward others.

The University of Dubuque is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. The University of Dubuque considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual

discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

The University of Dubuque does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the University. Please refer to the University's Sexual Misconduct Policy: Title IX Policy.

Student Grievance Policy and Procedure

Dissatisfaction and grievance may arise out of actions taken by faculty, administration, or other students. Students with a grievance are encouraged to discuss the issue with the involved party or parties to seek informal resolution of the difficulty. In cases where resolution seems impossible, a written appeal stating the grievance, the evidence supporting the grievance, and the requested solution may be filed with the appropriate parties listed below. A hearing with the appropriate party or parties may be requested by the named arbiter or arbiters.

Admissions: The Director of Admissions, Dean, Vice President of Academic Affairs. Their decision is final.

Academic Discipline or Dismissal: The Vice President of Academic Affairs in consultation with the Chair of the Academic and Student Affairs Committee through the Dean. The decision of the VPAA is final.

Academic Procedures: The Vice President of Academic Affairs in consultation with the Chair of the Academic and Student Affairs Committee through the Dean. The decision of the VPAA is final.

Accommodation for Qualified Student with Disabilities: The Vice President of Academic Affairs, in consultation with the Dean of the Seminary, the Director of the Academic Success Center, and the Director of Human Resources. The decision of the VPAA is final.

Course Grade: A grade on a particular assignment may be appealed to the instructor of the course. The final grade for a course may be appealed to the Dean and instructor. Their decision is final.

Housing: *See the Housing Policies in the University's Student Handbook.*

Financial Aid: The Director of Financial Planning and the Dean of the Seminary. Their decision is final.

Student Life: The Vice President of Academic Affairs, in consultation with the Chair of the Academic and Student Affairs Committee, through the Dean of the Seminary. Their decision is final.

In all cases where a formal written appeal is filed, a record of all the proceedings shall be made and permanent records maintained in the Dean's office and the student's file. An issue may be appealed once.

SEMINARY COUNCILS, COMMITTEES, AND ORGANIZATIONS

Seminary Faculty / Staff Council (FSC)

The Faculty/Staff Council shall consist of the full-time members of the faculty and administrative staff. The Council is chaired by the President or the President's designee. The FSC is responsible for recommending policy and implementing program in the areas of:

| | |
|---------------------------|----------------------------|
| Degree Requirements | Admissions and Recruitment |
| Curriculum | Continuing Education |
| Grading Course Evaluation | Granting Degrees |
| Professional Studies | |

Seminary Student Council (SC)

The Seminary Student Council consists of elected representatives from programs including CPE, MACL, M.Div., M.A.M.D., D.Min, 3-3, and four at-large representatives. They meet during the August residency and monthly by conference call and other media. They provide programming that nurtures fellowship throughout and across the Student Association; ensure opportunities for relationship building within, between, and beyond constituencies (e.g. with a cohort; between classes and degree programs; and to the communities served by our students, including the UD campus and communities across the country/world); provide for corporate speakers, conferences, mission projects); consider and represent Student Association interests to the University administration.

Seminary Worship

We are called as Christians to love God with all our heart, soul, and mind. The Seminary seeks to nurture this love in the classroom, in chapel, in the library, and through individual devotions. Worship is held daily during August and J-term, and Mondays mornings during the Fall and Spring semesters at 11:00 a.m. The Seminary community gathers to hear the Scriptures publicly read and the Word proclaimed, sing praise to God, and join in prayer. Chapel services at 11:00 a.m. on Monday, Wednesday, and Friday mornings are held in Blades and open to the entire University community. The weekly IMPACT worship services are held on Sunday evenings in Blades Chapel and are open to the entire University community.

CAMPUS OFFICE HOURS

[All phone numbers on campus begin with 563.589.xxxx unless otherwise noted]

Admission Office (Seminary), Ext. 3112

Monday-Friday 8:00 a.m. – 5:00 p.m.

Admission Office (Undergraduate), Ext. 3000

Monday-Friday 8:00 a.m. – 5:00 p.m.

Babka Bookstore, Ext. 3131 or 3195

Monday 8:30 a.m. – 5:45 p.m.
Tuesday 8:30 a.m. – 4:45 p.m.
Wednesday 8:30 a.m. – 4:45 p.m.
Thursday 8:30 a.m. – 5:45 p.m.
Friday 8:30 a.m. – 4:45 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Campus Switchboard, Ext. 3000

General Hours
Monday-Friday 8:00 a.m. – 5:00 p.m.

Charles C. Myers Library, Ext. 3100

Monday-Thursday 7:00 a.m. – midnight
Friday 7:00 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday Noon – midnight

Chlapaty Wellness Center*, Ext. 3449

Monday-Friday 6:00 a.m. – midnight
Saturday 9:00 a.m. – 8:00 p.m.
Sunday Noon – 8:00 p.m.

You will be asked to present your University of Dubuque ID and sign in when utilizing the above facilities. If you do not have a UD ID or guest pass, you will not be allowed to use the facilities.

Financial Planning, Ext. 3170

Monday-Friday 9:00 a.m. – Noon
1:00 p.m. – 5:00 p.m.

Help Desk, Information Technology, Ext. 3737

Monday-Friday 8:00 a.m. – 5:00 p.m.

Food Service:

Cyber Café in Heritage Center

Monday-Friday 7:00 a.m. – 12:00 a.m.
Saturday and Sunday 1:00 p.m. – 12:00 a.m.

Health Bar, Ext. 3449

Monday-Friday 7:00 a.m. – 12:00 a.m.
Meal exchange available

Smeltzer Dining Hall, Ext. 3138

Monday-Friday

Breakfast 7:30 a.m. – 9:00 a.m.
Lunch 11:00 a.m. – 1:00 p.m.
Dinner 5:00 p.m. – 7:00 p.m.

Saturday & Sunday

Brunch 11:30 a.m. – 12:30 p.m.
Dinner No dinner offered

Mike & Betty's Ice Cream Shop, Ext. 3393

Monday-Friday 11:00 a.m. – 10:00 p.m.
Sunday Noon-10:00 p.m.

Physical Plant, Maintenance Shop, Ext. 3251

Monday-Friday 7:30 a.m. – 4:00 p.m.

Registrar's Office, Ext. 3748

Monday-Friday 8:00 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m.

Safety & Security, Ext. 3333

Monday-Friday 7:00 a.m. – 5:00 p.m.
Always available via phone at 563.589.3333

Seminary, Ext. 3122

Monday-Friday 8:00 a.m. – 5:00 p.m.

Sparty's Convenience Store, Ext. 3393

Monday 8:00 a.m. - midnight
Friday-Saturday 9:00 a.m. -10:00 p.m.
Sunday Noon -10:00 p.m.

Student Accounts Office, Ext. 3708

Monday-Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.

Student Life Offices, Ext. 3128

Monday-Friday 8:00 a.m. – 5:00 p.m.

Sylvia's Common Ground, Ext. 3274

Monday-Thursday 7:30 a.m. – 8:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Sunday 5:00 p.m. – 9:00 p.m.

Stoltz-McCormick Sports Center*, Ext. 3227

Monday-Thursday 6:00 a.m. – 11:00 p.m.
Friday 6:00 a.m. – 6:00 p.m.
Saturday Noon – 5:00 p.m.
Sunday 1:00 p.m. – 8:00 p.m.

*Note: Individuals must have a current University of Dubuque ID to use the Chlapaty Wellness Center and the Stoltz-McCormick facilities. UD alumni and UD employee spouses should contact the Athletic Administrative Assistant for further information at 563.589.3227.

[Please note that scheduled events will have priority over regular posted hours.]

QUICK NUMBERS

[All phone numbers on campus begin with 563.589.xxxx unless otherwise noted]

| What | Department | Where | Ext |
|-----------------------------|------------------------------------|-------------------|------------|
| Absence | Student Life - College | Peters Commons | 3128 |
| | Dean's Office - Seminary | Severance Hall | 3122 |
| Academic Affairs | Academic Affairs - College | Severance Hall | 3206 |
| | Academic Affairs - Seminary | Severance Hall | 3691 |
| Academic Success Center | Academic Success Center | Library | 3262 |
| Activities for Students | Student Activities – College (OSA) | Heritage Center | 3583 |
| | Student Activities Board (SAB) | Heritage Center | 3130 |
| Admission | Admission Office - College | MTAC | 3200 |
| | Admission Office - Seminary | MTAC | 3405 |
| Address Verification/Change | Registrar | MTAC | 3178 |
| Advancement | Advancement - College | Van Vliet Hall | 3158 |
| | Advancement - Seminary | Van Vliet Hall | 3621 |
| Advising | Student Advising | Peters Commons | 3106 |
| | Registrar | MTAC | 3748 |
| | Admission - Seminary | MTAC | 3405 |
| Alumni | Alumni Relations - College | Van Vliet Hall | 3158 |
| | Alumni - Seminary | Van Vliet Hall | 3621 |
| Athletics | Athletic Office | Stoltz Center | 3227 |
| | Athletic Field Scheduling | Stoltz Center | 3229 |
| | Health Services Office | Stoltz Center | 3857 |
| Audio-Visual Equipment | Technology | Van Vliet Hall | 3737 |
| Aviation Department | Aviation | Severance Hall | 3835 |
| Behavioral Discipline | Student Life - College | Peters Commons | 3270 |
| | Student Life – Seminary | Severance Hall | 3109 |
| Billing Questions | Student Accounts | MTAC | 3708 |
| Bookstore | Babka Bookstore - UD | Peters Commons | 3195 |
| | Wartburg Seminary Bookstore | Wartburg Seminary | 589-0205 |
| Business Department | Business Department | MTAC | 3728 |
| Business Office | Business Office | Smith Hall | 3575 |
| Cafeteria/Dining Hall | Aladdin Food Service | Peters Commons | 3138 |
| Campus Ministry | College | Blades Hall | 3582 |
| | Seminary | Severance Hall | 3109 |
| Career Planning | Vocation Services | Peters Commons | 3132 |
| | Field Ed & Placement - Seminary | Severance Hall | 3115 |
| Chapel | College | Blades Hall | 3557 |
| | Seminary | Severance Hall | 3109 |
| Child Care | Child Care Center | Child Care Center | 585-7461 |
| Choir | College Choir | Heritage Center | 3542 |

| What | Department | Where | Ext |
|---|-------------------------------|--------------------|------------|
| Coffee House | Sylvia's Common Ground | Library | 3274 |
| Community Service | Vocation & Civic Engagement | Peters Commons | 3167 |
| Computer Issues | Technology | Van Vliet Hall | 3737 |
| Computer Studies & Mathematics | CSM - College | Dunlap Tech Center | 3183 |
| Continuing Education | External Programs - Seminary | Severance Hall | 3691 |
| Convenience Store | Campus Stores | Heritage Center | 3393 |
| Counseling | Student Life Services | Peters Commons | 3911 |
| | Campus Mom - College | Peters Commons | 3455 |
| | Campus Chaplain - College | Blades Hall | 3582 |
| | Seminary | Severance Hall | 3109 |
| Course Scheduling | Registrar - College | MTAC | 3748 |
| | Dean's Office - Seminary | Severance Hall | 3122 |
| Criminal Justice Department | College | Severance Hall | 3452 |
| Cyber Café | Aladdin Food Service | Heritage Center | 3311 |
| Digital Art & Design Dept | DART – College | Dunlap Tech Center | 3717 |
| Disabilities Services (Learning Support Services) | Academic Success Center | Library | 3757 |
| Distance Learning | Seminary | Severance Hall | 3630 |
| Education Department | Education - College | Smith Hall | 3232 |
| Email Questions | Technology | Van Vliet Hall | 3737 |
| Emergencies | Safety & Security | Smith Hall | 3333 |
| English Department | English - College | Van Vliet Hall | 3185 |
| Environmental Science | Environmental Science | Science Center | 3598 |
| Exchange Programs | Student Life - College | Heritage Center | 3712 |
| | Seminary | Severance Hall | 3390 |
| Field Education & Placement | Seminary | Severance Hall | 3115 |
| Financial Aid | Student Financial Planning | MTAC | 3396 |
| Food Service | Aladdin Food Service | Peters Commons | 3137 |
| Gift Shop/Bookstore | Campus Stores | Peters Commons | 3131 |
| <i>Good News</i> | Seminary | Severance Hall | 3390 |
| Graduate Admission | Graduate Studies Office | Severance Hall | 3246 |
| Graduate Advising | Graduate Programs | MTAC | 3300 |
| Graduation | Registrar | MTAC | 3178 |
| Greek Life | Student Activities | Heritage Center | 3127 |
| Health Concerns | Health Services Office | Stoltz Center | 3857 |
| Health Insurance Questions | Health Services Office | Stoltz Center | 3857 |
| | Seminary | Severance | 3109 |
| | International Services | Heritage Center | 3712 |
| Heritage Center Tickets | Heritage Center Ticket Center | Heritage Center | 585-7469 |
| History Department | History - College | Severance Hall | 3669 |
| Housing | Residence Life | Peters Commons | 3438/3163 |
| Housekeeping | Physical Plant | Maintenance | 3136 |

| What | Department | Where | Ext |
|-----------------------------------|--------------------------------|--------------------|------------|
| Human Resources | Human Resources | Smith Hall | 3619 |
| Ice Cream Parlor | Campus Stores | Heritage Center | 3393 |
| ID Access Cards | Safety and Security | Smith Hall | 3333 |
| Institutional Research & Planning | | Meyers T&AC | 3775 |
| International Studies | International Student Services | Heritage Center | 3712 |
| Internships | Vocation & Civic Engagement | Peters Commons | 3132 |
| Intramurals | Recreation | CRWC | 3449 |
| Leadership Development | Student Activities | Heritage Center | 3583 |
| Library Services | Circulation Desk | Library | 3100 |
| | Librarian | Library | 3689 |
| Lost and Found | Student Life | Peters Commons | 3128 |
| Maintenance | Physical Plant | Maintenance Office | 3136 |
| M.A. Communication | Academic | Van Vliet Hall | 3246 |
| M.A. Business Administration | Graduate Programs | MTAC | 3300 |
| Multicultural Office | Student Engagement Center | Heritage Center | 3129 |
| Music Program | Music | Heritage Center | 3564 |
| Newspaper | <i>The Belltower</i> | Library | 3742 |
| Nursing Department | Nursing Services | Science Center | 3500 |
| Off-Campus Job Listing | Career Services | Peters Commons | 3132 |
| On-Campus Jobs | Financial Aid | MTAC | 3169 |
| Ordination Exams | Vocation and Placement | Seminary | 3114 |
| Organizational Budget | Business Office | Smith Hall | 3210 |
| Parking Information | Campus Safety & Security | Smith Hall | 3333 |
| Philosophy Department | Philosophy | Severance Hall | 3669 |
| Physician Assistant Dept. | College | Science Center | 3500 |
| Post Office/Mailboxes | Post Office/Print Room | Heritage Center | 3141 |
| President | President's Office | MTAC | 3418 |
| Print Room | Post Office/Print Room | Heritage Center | 3141 |
| Psychology Department | Psychology | Severance Hall | 3239 |
| Pulpit Supply | Seminary | Severance Hall | 3115 |
| Registration | Registrar | MTAC | 3178 |
| Religious Studies | College | Severance Hall | 3418 |
| Residence Halls | Main Desk | Aitchison Hall | 3269 |
| | | Cassat Hall | 3355 |
| | | Donnell Hall | 3503 |
| | | Park Village | 3792 |
| Residence Life Office | Residence Life | Peters Commons | 3438/3163 |
| Room Reservations | Special Events & Scheduling | MTAC | 3868 |
| ROTC | | Mercer Birmingham | 3804 |
| Scholarship/Grant Info | Financial Aid | MTAC | 3169 |
| Science Department | Science Department | Science Center | 3598 |
| Security | Safety & Security | Smith Hall | 3333 |

| What | Department | Where | Ext |
|---------------------------|----------------------------|-----------------|------------|
| Seminary Offices | UDTS | Severance Hall | 3122 |
| Sociology Department | Sociology | Severance Hall | 3452 |
| Student Accounts | Student Accounts | MTAC | 3708 |
| Student Government Assoc. | College | Heritage Center | 3388 |
| Student Life | Student Life - College | Peter Commons | 3128 |
| | Student Life - Seminary | Severance Hall | 3109 |
| Student Organizations | Student Activities | Heritage Center | 3583 |
| Study Abroad | International Studies | Heritage Center | 3712 |
| Switchboard Operator | | MTAC | 0 |
| Technology Questions | Information Technology | Van Vliet Hall | 3737 |
| Transcripts | Registrar | MTAC | 3748 |
| Tuition and Fees | Registrar | MTAC | 3748 |
| Tutoring | Academic Success Center | Library | 3262 |
| University Relations | University Relations | MTAC | 3164 |
| Wendt Center | Wendt Center | MTAC | 3440 |
| Withdrawal from School | Admissions | MTAC | 3172 |
| | Assistant Dean - Seminary | Severance Hall | 3691 |
| Work Study | Student Financial Planning | MTAC | 3169 |

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