

# UNIVERSITY *of* DUBUQUE

## 2017-2018 Student Handbook



**UNIVERSITY *of* DUBUQUE**

**2017-2018 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, and Seminary students, as indicated. If questions or concerns regarding this handbook, please contact the Vice President and Dean of Student Life at [MMiyamoto@dbq.edu](mailto:MMiyamoto@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.

Revised July 2017  
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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 undergraduate programs and graduate programs in the MBA (Masters of Business Administration), MAC (Masters of Arts in Communication), or PA (Physician Assistant).

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

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

Seminary: Includes all 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.

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 2017

August 15	Tuesday	New Faculty Orientation
August 16-17	Wednesday-Thurs	Faculty Days
August 18	Friday	Department Day
August 20	Sunday	Move-In Day (Students)
August 21-23	Monday-Wednesday	New Student Orientation
August 24	Thursday	Classes begin
August 30	Wednesday	Full term courses – last day to add without instructor consent Session I (half-term) courses – last day to add with instructor consent Session I (half-term) courses – last day to drop
September 4	Monday	Labor Day – <i>no classes</i>
September 7	Thursday	Opening Convocation (10:45 a.m. Butler Hall) Full term courses – last day to add (with instructor's consent) or drop
September 25	Monday	Session I (half-term) courses – last day to withdraw with a "W" grade
October 2	Monday	Graduation applications due in Registrar's Office for May 2018 grads & August 2018 grads ( <i>walking in May '18</i> )
October 13	Friday	Fall Break Day – <i>no classes</i> • University offices open
October 16-22	Monday-Sunday	Homecoming Week
October 17	Tuesday	Mid-term for full-term classes Session I (half-term) classes – last day
October 18	Wednesday	Session II (half-term) classes – first day
October 19	Thursday	Mid-term grades due in Registrar's Office
October 24	Tuesday	Session II (half-term) courses – last day to add with instructor consent Session II (half-term) courses – last day to drop
October 27	Friday	Full term courses - last day to withdraw with a "W" grade
October 30	Monday	Spring '18 Online Registration begins for Seniors
November 1	Wednesday	Spring '18 Online Registration begins for Juniors
November 6	Monday	Spring '18 Online Registration begins for Sophomores
November 8	Wednesday	Spring '18 Online Registration begins for First Years
November 16	Thursday	Session II (half-term) courses – last day to withdraw with a "W" grade
November 20-24	Monday-Friday	Thanksgiving Recess
November 27	Monday	Classes resume
December 8	Friday	Full-term classes – last day
December 11-14	Monday-Thursday	Final Examinations
December 14	Thursday	Session II (half-term) classes – last day December Commencement
December 19	Tuesday	Fall grades due in Registrar's Office (by noon)

[www.dbq.edu/academics/registrar/academiccalendar](http://www.dbq.edu/academics/registrar/academiccalendar)

*Calendars Subject to Change • 4/6/17*

# UNDERGRADUATE AND GRADUATE STUDENTS

## J-TERM 2018 – January 9-25

January 9	Tuesday	Classes begin Last day to add a course with instructor's consent
January 10	Wednesday	Last day to drop a course
January 15	Monday	Martin Luther King Jr. Day – <i>Classes in session</i>
January 18	Thursday	Last day to withdraw from a course
January 25	Thursday	Last day of J-Term classes
January 26	Friday	Department Day
January 30	Tuesday	J-Term grades due in Registrar's Office

## SPRING 2018

January 26	Friday	Spring New Student Orientation / Department Day
January 29	Monday	Classes begin
February 2	Friday	Full term courses – last day to add without instructor consent Session I (half-term) courses – last day to add with instructor consent
February 9	Friday	Session I (half-term) courses – last day to drop Full term courses – Last day to add (with instructor's consent) or drop
February 19	Monday	President's Day – <i>no day or evening classes</i>
February 28	Wednesday	Session I (half-term) courses – last day to withdraw with a "W" grade
March 10-18	Saturday-Sunday	Spring Break
March 19	Monday	Classes resume
March 23	Friday	Mid-Term; Session I (half-term) classes – last day
March 26	Monday	Session II (half-term) classes – first day
March 28	Wednesday	Mid-term grades due in Registrar's Office
March 30-April 1	Friday–Sunday	Easter Break
April 2	Monday	Classes resume Session II (half-term) courses – last day to add with instructor consent; Session II (half-term) courses – last day to drop
April 4	Wednesday	Fall '18 Online Registration begins for Seniors Full term courses – last day to withdraw with a "W" grade Fall '18 Online Registration begins for Juniors
April 9	Monday	Fall '18 Online Registration begins for Sophomores
April 11	Wednesday	Fall '18 Online Registration begins for First Years
April 26	Thursday	Session II (half-term) courses – last day to withdraw with a "W" grade
April	<i>tbd</i>	Apex / Honors Convocation (9:00-10:30 a.m.)
May 1	Friday	Graduation applications due to Registrar's Office for August 2018 grads & December 2018 grads ( <i>walking in Dec '18</i> )
May 11	Friday	Full-term classes – last day
May 14-17	Monday-Thursday	Final examinations
May 17	Thursday	Session II (half-term) classes – last day
May 18	Friday	College Baccalaureate
May 19	Saturday	Commencement
May 21	Monday	Spring grades due in Registrar's Office (by noon)
May 22	Tuesday	Faculty Day

[www.dbq.edu/academics/registrar/academiccalendar](http://www.dbq.edu/academics/registrar/academiccalendar)

*Calendars Subject to Change • 4/6/17*

# **ACADEMIC CALENDARS**

## **SEMINARY STUDENTS**

### **August Term 2017**

June 19-July 14	Online New Student Orientation
July 17-August 4	August Pre-load
August 5-7	On-Campus New Student Orientation
August 7-18	August Intensive
August 8	Last day to Add/Drop
August 15	Last day to withdraw with a “W” or change grading option
August 16-17	Faculty Days
August 21-September 1	August Post-load

### **Fall 2017**

August 24	Undergraduate Classes Begin
August 28	Seminary Faculty/Staff Meeting
September 5	Fall Semester Course website open
September 7	Opening Convocation in Heritage Center
September 11	Residential Class begin meeting
September 15	August Intensive grades due
September 18	Last day to Add/Drop
September 26-27	Board of Pensions Seminar
October 2	J-Term and Spring book orders due to UD Bookstore
October 2	Deadline for December Graduation Applications
October 2	Course descriptions due for J-Term and Spring 2018
October 3-9	Study Days
October 23	Sabbatical and Chlapaty Chair applications due in Dean’s Office
October 16-27	Registration for J-Term and Spring 2018
November 10	Last Day to withdraw with a “W” or change grading option
November 20-24	Research and Thanksgiving Break
December 8	Last day to submit course extension request
	Last day of undergraduate classes
December 11	Last day of Seminary classes
December 11-14	Undergraduate Final Exams
December 12	Seminary Reading Day
December 13-16	Seminary Final Exams

### **J-Term 2018**

December 26-January 5	January Pre-load
January 2	Fall semester grades due
January 8-19	January Intensive
January 9	Last day to Add/Drop
January 16	Last day to withdraw with a “W” or change grading option
January 12	Deadline for May Graduation Applications
January 22-February 2	January Post-load

*Seminary Calendars Subject to Change • 5/12/17*

## SEMINARY STUDENTS

### Spring 2018

January 29	Undergraduate Classes begin
January 30	Seminary Course sites open
February 5	Residential Seminary classes meet
February 13	Last day to add/drop
February 16	Course descriptions for August and Fall 2018 courses due
February 23	J-Term grades due
March 5	August and Fall Book Orders due to the UD Bookstore
March 6-12	Study Days
March 12-23	Registration for Summer, August, and Fall 2018
March 27-April 2	Research and Easter Break
April 13	Last day to withdraw with a “W” or change grading option [tbd Spring Renewal]
May 7	Last Day of Seminary Classes
May 8	Reading Day
May 9-12	Final Exams
May 11	Last day of Undergraduate Classes
May 14-17	Undergraduate Final Exams
May 15	Faculty/Staff Meeting
May 17	D.Min./MAMD Colloquy
May 18	Baccalaureate
May 19	Commencement
May 22	Faculty Day
June 8	Spring Semester Grades due in the Registrar’s Office

### Doctor of Ministry

May 21-June 1, 2018	Third-year cohort
May 23-30, 2018	First and Second-year cohorts

### Summer 2018

June 5-August 24	Online Summer Courses
June 18	Add drop dates
September 14	Final Grades Due

*Seminary Calendars Subject to Change • 5/12/17*

# 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 2017.*

## MISSION VISION ACTION PLAN 2015-2028

### Ensuring Academic Excellence

1. In light of its Mission, the University will continually re-examine and adjust the core curriculum to achieve an artful and purposeful blend of the arts, sciences, humanities, and theology. Where appropriate, these disciplines will be infused within the professional programs offered. A value-laden education which focuses on justice, ethics, and responsible stewardship within a globally diverse community will be stressed.
2. New graduate and undergraduate degree programs of a professional nature will be developed to meet the needs of local, regional, national, and international markets.
3. Students will be challenged to embrace life-long learning in and outside of the classroom. Educational experiences will be enhanced by service learning and technology. Use of the library and other external data sources will be emphasized. The University will be technologically current.
4. Several programs will be selected for distance education, accelerated completion, and/or other methods and strategies of educational delivery. These methods of instruction will be aimed primarily at, but not restricted to, the adult learner. Other initiatives will be taken to actively join local and regional communities in providing educational programming to benefit the socioeconomic development of the region.
5. The Diamond Program will be resourced, monitored, assessed, and improved. It will include the Bridge Program, the Voices/ Values Program, and a 21st Century Honor's



Program, and will become a national leader for addressing the challenges facing higher education in the 21st Century.

### **Modeling the Lifestyle of a Functional Christian Community**

6. Utilizing the resources at its disposal, the University will encourage all students to examine the moral and theological components of one's life.
7. The college and seminary will join to offer educational programs to the community which will build upon the expertise available with both faculties.
8. The University's policies will create a "community where diversity is appreciated and Christian love is practiced." Emphasis will be placed on student life for constructive learning and for the opportunity to help one another with our individual journeys of faith.
9. Respecting freedom of academic thought and discourse, the University will adopt an Honor Code of behavior which is congruent with the Mission of the University for all faculty, staff, students, and members of the Board of Trustees. The University will resolve its conflicts with justice and compassion.
10. The Lester and Michael Lester Wendt Center for Character Education will become nationally recognized and a leader among colleges and universities in the area of ethics and character.
11. A campus-wide Wellness Committee will be established, and coordinated wellness initiatives for students, faculty, and staff will become part of our community life together.

### **Sharing our Message**

12. The University will practice the highest ethical standards in its marketing efforts and in the services it offers.
13. Local groups will be encouraged to host their functions on campus. The University will seek to host synod and other Church-related meetings on campus.
14. The University will maintain a sophisticated plan for the marketing of its image and programs. The participation of faculty, staff, and students within the ecclesiastical and secular communities will be supported. The University will partner with other entities that are congruent with its mission.

### **Ensuring our Future**

15. An enrollment management plan will be developed and implemented to attain a full-time traditional undergraduate student body of between 1400 to 1500; a graduate student body of approximately 150; a Doctor of Ministry enrollment of between 40-50; a face-to-face seminary enrollment of between 95-105; an on-line Master of Divinity program of between 75-90; a baseline enrollment of 845 for the summer program with four percent annual growth; and the LIFE (Learning Institute for Fulfillment and Engagement) adult evening program with an enrollment of 200 or more.
16. Six year graduation rates will be five percent above our Traditional Masters profile national average as measured by ACT Institutional Data File; first year retention rate (return for second year) will be five percent above our Traditional Masters national average as measured by ACT Institutional Data File; second year retention rate (return for

third year) will show a 10 percent improvement as based on UD Fact Book Cohort numbers.

17. To enhance its mission, the University will continue to grow the endowment; increase the Annual Mission and Vision Fund giving through 100 percent participation from active trustees, 75 percent participation from faculty and staff, and increase Alumni donors to 25 percent of the verified Alumni of record. The University will continue efforts to obtain Foundation grants and appropriate governmental monies. The University also will aggressively pursue innovative non-traditional revenue streams.
18. The University will be a good steward in the allocation of resources. Salaries and benefits of faculty and staff will be competitive, equitable, tied to a systematic performance review process and, where appropriate, in the top third of identified measurement groups. Partnering, pooling of resources and other such cost-saving strategies will be adopted where sound. The campus master plan, which addresses aesthetics, functionality, and proposed enrollment growth, will be maintained and regularly updated. The strategic plan will be maintained and regularly updated.
19. Through annual updates of the University of Dubuque "Fact Book," the University will measure its progress by challenging, pertinent and agreed upon benchmarks, such as data provided by the IAICU, CIC, ATS, NAICU, and other resources.

*Developed and reaffirmed by the Board of Trustees, May 2017.*

## **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 convey that character to those they encounter.

## COMMUNITY STANDARDS

Grounded in the University's Mission, life in UD's residential community recognizes that community members' rights are accompanied by responsibilities. We are a community distinguished by a value-laden education which focuses on justice, ethics, and responsible stewardship within a globally diverse community.

We are committed to the Christian faith, and our belief leads us to hold a basic set of principles and standards regarding person and community behavior. To that end, life in the University's community focuses on five hallmarks:

**Integrity** – We value honesty and truthfulness in every aspect of campus life.

**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.

**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 life-long learners and of service to the community.

**Respect for Community Authority** – We value our freedom but understand the need to exercise that freedom responsibly within the guidelines set forth by this community.

**Respect for Property and Stewardship of the Campus Environment** – We value the privilege of living together and understand that our responsibility as stewards of the community requires acting in ways that respect the property of others, the environment, and the future of this University.

## 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**

*Seminary students – See specific information in the Seminary section and the Values Violations section of this 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

*Seminary students - See specific information in Seminary section.*

The biggest single difference 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 personally 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-athlete to notify the instructor in advance of any absences and to make up all class work missed. In all circumstances, it is up to the individual student to make arrangements to make up any missed work, if allowed by the instructor. Only the instructor can determine the impact the absence will have on the student's final grade.

The Office of Student Life is available to help college students notify faculty when an emergency situation or sensitive condition exists. In these circumstances, please call 563.589.3128 or stop by the Vice President/Dean of Student Life's office (201 Peters Commons.) The dean's office will send a notice that serves as official notification of the absence, but only faculty can grant excused absences. It is the students' responsibility to contact their professors about the possibility of any make up work or tests that may have been missed during the absence.

Students should take a *Student and Student-Athlete Medical Referral Form* to all medical appointments so the physician can indicate if the student should be medically released from classes. The form has specific areas: 1) student may return to class immediately, 2) at a later specified date, and 3) student is to be re-evaluated prior to returning to classes/activity.

The Medical Coordinator will give the student a *Medical Referral Form* when their appointment is arranged. If the student arranges their own appointment and is advised that they not attend class, medical documentation should be turned into the Medical Coordinator for verification.

This is for the health and safety of the student and the UD community. The Medical Coordinator will verify with the student's professors the class absence via email, but it is still the student's responsibility to personally notify their professors of any class missed due to illness and the student is responsible for all course work. Only the instructor can determine the impact the absence will have on the student's final grade. Should the medically verifiable absences be significant, the student may

consider withdrawing from the course. If the withdrawal deadline has passed, the student should contact the Academic Dean's Office in Academic Affairs to obtain permission.

### **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 Vice President and Dean of 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 Vice President and Dean of Student Life 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 Academic Affairs, Academic Affairs Office, Severance Hall.
- Graduate Academic Issues: Graduate Program Office, Charles and Romona Myers Center.
- Physician Assistant Program: PA Program Director Office, University Science Center

- Co-curricular Issues: Vice President and Dean of Student Life, Student Life Offices, Peters Commons.
- 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 and Dean of Student Life, 201 Peters Commons, 563.589.3270.

## **CAMPUS LIFE**

*Seminary Students - See information in Seminary Section.*

### **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-D Heritage Center), calling 563.589.3583, or visiting the OSA website at [www.dbq.edu/CampusLife/OfficeofStudentLife/StudentActivities](http://www.dbq.edu/CampusLife/OfficeofStudentLife/StudentActivities).

### **Student Organizations**

There currently are more than 50 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 563.589.3583, email [OSA@dbq.edu](mailto:OSA@dbq.edu), or visit the OSA website at [www.dbq.edu/CampusLife/OfficeofStudentLife/StudentActivities/studentorganizations](http://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 Vice President and Dean of Student Life. 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 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life and 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 Iowa Intercollegiate Athletic Conference (IIAC). For additional athletic information contact the Athletic Office at (563.589.3227) or the UD website.

### **Intramurals-Recreational Sports Program 563.589.3449**

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 hair dryers, curling irons, and hot curlers 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 Television**

Basic cable service is available in all residence hall rooms, campus houses, apartments, and town

houses. Pay-channel service is not available. The 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**

*Seminary students - see specific information in Seminary section.*

Check-In: Upon arrival, students complete check-in information and receive keys and fobs 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 and fobs. If anyone fails to properly check-out, a minimum fine of \$50.00 will be assessed.

### **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.

### **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 fully equipped kitchens for cooking: stove, oven, and refrigerator. Cooking in traditional and pod-style residence hall rooms is limited to a microwave oven or a hot-pot used primarily for heating small amounts of water.

A full-size electric stove has been provided 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, suitemate, 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 supports the use of certified service dogs. We respond to each request separately and strive to provide the appropriate accommodation. For more information, please contact the Residence Life Office, 203 Peters Commons.

### **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.

### **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**

Residents are welcome to have guests visit campus. Guests may stay in the residence facility for no more than two nights consecutively. Residents must obtain the permission of their roommate(s), if applicable, prior to guest arrival. Guests must sleep on wings/rooms of their own gender. Guests must observe all University policies and are the responsibility of the resident host. If guests fail to adhere to University policies, they may be asked to leave the residential facility. No guests under the age of 18 are permitted in the halls unless the guest is a sibling of a resident. Resident's siblings under the age of 18 are permitted only with the prior consent of the Area Coordinator, Hall Director, or the Assistant Dean/Director of Residence Life.

### **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 Availability during Break Periods**

Undergraduate Housing Contracts for the traditional residence facilities and pod-style residence facilities cover holiday breaks, semester break, and spring break, including students registered and taking a J-term class. In the interest of energy conservation and operating costs, all residence halls officially close during breaks. Students may receive permission, by completing the appropriate paperwork through Residence Life office, to stay on campus because of special circumstances or for University business. Students who enter a hall unauthorized during a break will be subject to disciplinary sanctions.

Park Village Apartments, townhouses and houses remain open to residents over break periods.

There is limited food service available during any University break.

### **Housing for Summer**

The University provides housing for undergraduates in residence hall rooms/apartments for a rental rate per week of occupancy during the summer months. Students may be required to move from a facility to another facility so that maintenance and cleaning can be done to prepare the halls for the coming academic year. These rooms are only available to students who are employed full-time (on/off-campus), those who are taking Summer School classes (during the time they are enrolled), and for students enrolled for the fall semester who wish to stay over the summer semester. Additional housing options are available to Seminary, PA, and graduate students in campus housing. Students seeking summer housing must apply in advance with the Office of Residence Life.

### **Housing Charges and Refunds**

Room and board (meal plans) charges for each semester are published annually. Room charges and board charges are refundable as per refund guidelines, except if the student is removed from the residence hall for disciplinary reasons. Damage to residence facilities and/or their furnishings beyond ordinary wear and tear will be charged to the student accounts. Please see the Residence Unit Contract for additional explanation.

### **Housing Residency Requirements**

All undergraduate students having earned less than 90 credit hours by the start of the fall semester are required to live in University housing units, space permitting, unless they meet one of the following criteria: married and living with spouse; have and are living with a child/children or legal dependent; and/or living with and commuting daily from the home of an immediate relative (parent, grandparent, sibling, or legal guardian) within 50 miles of Dubuque.

Students who wish to be exempt from the Residency Policy must contact the Office of Residence Life and apply for an exemption. Prior to receiving a written exemption, students who fall within the terms of the Residency Policy will be assigned housing space and held accountable for related room and board (meal) plan fees.

### **Residence Unit (Housing) Contracts:**

1. For residents living in Aitchison, Cassat, Donnell, and Chlapaty Halls, and those residents living in on-campus houses, Park Village apartments, Seminary Village townhouses, and Pulpit Rock apartments this contract is for housing accommodations for the **ACADEMIC YEAR (approximately AUGUST-MAY) or the remaining portion of the year from the first day of occupancy if moving in after the beginning of the fall semester.**

**Residency Policy:** All full-time students having earned less than 90 credit hours by the start of the fall semester are required to live in University housing units, space permitting, and are required to participate in a board (meal) plan\*.



\*Students living in Park Village, a campus house, a Seminary Village townhouse, or a Pulpit Rock apartment are not required to purchase a board (meal) plan, but may do so if they wish. Exemption from the 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;
  - Experiencing documented extenuating circumstances.
2. Students who wish to be considered for exemption from the Residency Policy must contact the Office of Residence Life and apply for an exemption. Prior to receiving a written exemption, students falling within the terms of the Residency Policy will be assigned housing space and held accountable for related room and board (meal) plan fees.
  3. **Once a Residence Unit Contract is signed, residents will be held to the conditions of the contract and liable for the full extent of the terms and agreements unless released through the Residence Life Appeals Board process.** Residents who wish to be released from their signed Residence Unit Contract prior to the expiration of the contract must contact the Office of Residence Life. If released, students will still be required to pay 40% of their remaining room and board (meal plan) contract fees, prorated from the date of check-out. Residents will not be allowed to simply buy-out the contract by paying the 40% fee. UD housing is not available as temporary housing.

### **Housing Staff**

Assistant Dean/Director of Residence Life: The Assistant Dean/Director of Residence Life 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. In this role, the Director 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 Vice President and Dean of Student Life.

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.

Resident Assistant (RA): The Resident Assistants are specially trained students living on the floor 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, and getting to know students personally. They 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.

### **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 if you wish to use the kitchen areas.

### **Laundry Facilities**

Washers and dryers are available in each traditional and pod-style residence hall, Park Village, and 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.

### **Lockout Policy**

The security of student rooms and personal property depends on the responsible care of the room keys and fobs. Students should conscientiously lock doors and carry keys and fobs 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 per incident. Please note that lockouts are not an emergency. 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 lofts due to the potential for unsafe structures and fire hazards. The Office of Residence Life offers a metal loft kit through a regional vendor for students to rent. Information is available through the Office of Residence Life.

### **Maintenance and Custodial Service**

The Office of Maintenance and Custodial Services employs a staff to keep the residence facilities in good physical condition. If you have a specific maintenance request or other concern regarding the physical upkeep of your room (i.e., plumbing, heat, locks, bugs, etc.), please submit request online at sprocket.dbq.edu. Please do not contact the Maintenance Office directly because validation is required to insure timely response. You are expected to clean up after yourself. This includes any

accidents involving food, spit, vomit, urine, feces, or hair. To submit a maintenance request, please use the following procedure: 1) go to <http://sprocket.dbq.edu>; 2) type in your username and password (same as when logging onto UD computers); 3) phone number, location, and comments are required; 4) location (use the tree box to the right to select the area that requires maintenance); 5) comments (briefly describe the problem); and 6) click Submit Request to send.

### **Microwave and Refrigerator Units**

Every traditional residence hall room is furnished with a microwave and refrigerator unit. The unit is considered part of the furniture and may not be removed from the room under any circumstances. The most sensitive part of the unit is the microwave oven; if either the refrigerator or microwave is damaged because of improper use or negligence, the residents will be assessed the repair or replacement costs.

Please adhere to the following guidelines:

- Absolutely no metal or foil of any kind may be used in the microwave. Watch out for gold or silver trimmed mugs. They will cause serious damage to the microwave oven.
- Cook only on paper plates or with microwave-approved containers.
- You may not use extension cords for these units.
- The unit must remain assembled at all times. The refrigerator, freezer, and microwave must remain together as a unit.
- 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 Christmas break, Spring break, and when you check out of your room.
- If you have any questions about the use of your microwave/refrigerator unit, please contact a Resident Assistant or Area Coordinator.
- Students are not permitted to supply their own refrigerators or microwave units.

The University does not allow students to supply their own personal refrigerator units for safety reasons. The Office of Residence Life offers a refrigerator rental program through a regional vendor. Students residing in Park Village and Chlapaty Hall are eligible to participate in this program. There may be no more than one rented refrigerator in any single or double residence room. Information is available through the Office of Residence Life.

### **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. 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.
- ✓ 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. No exotic pets are allowed. For health and safety reasons, **no pets** except aquarium fish are permitted in any traditional or pod-style residence facility, apartment, house, or furnished commuter townhouse. Pets are allowed only in certain townhouses that are identified as "pet units," provided residents adhere to the following guidelines. 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. Residents are allowed to have no more than two pets in their unit.

- Assistant Dean/Director of Residence Life must be notified prior to assigning housing about the number and type of each animal.
- Acquiring additional pets after initial move-in is not allowed without permission from the Assistant Dean/Director of Residence Life.
- The City of Dubuque has an Animal Leash Law. All dogs and cats must be licensed with the City, as well as kept on a leash and accompanied by a responsible person when outside of the owner's residence.
- Pet owners are responsible for picking up and disposing of animal waste in a timely and proper manner.
- Excessively noisy animals are not permitted.
- Any animal reported as an ongoing disturbance to neighbors will have to be removed from the University property.
- Pet owners are expected to assume responsibility for their animal(s).
- If during the semi-annual health, safety, and general maintenance inspection it is discovered that a pet is causing damage, the owners will be asked to remove the pet from University property.
- Kennels of any type are not allowed on University grounds.

### **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 as often as possible. 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 Halls**

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

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

Chlapaty Hall is a brick residence hall with small communities, or pods. The individual pods are the same gender, but neighboring pods may consist of different genders. Each pod has its own bathroom and kitchenette. This new 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 fully equipped kitchens, are shared between the residents. Park Village suites are designated for upper class men and women.

Seminary Village Townhouses are located on Collins Street. The 32 three- or four-bedroom units house Seminary students and families, and other students as needed.

### **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 RD/AC 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 through the Office of Residence Life and must be completed before the RD/AC can act upon the 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 RD/AC or the Assistant Dean/Director of Residence Life. Residents may not change rooms/residences without prior approval from the RD/AC or Assistant Dean/Director of Residence Life.

### **Room Consolidation**

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:

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

The RD/AC or Assistant Dean/Director of Residence Life will provide a list of available residents for consolidation upon request. Residents who choose to oppose this process and 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.
- 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) refuse(s) to open the door, or are not present at the time, University officials are authorized to use pass keys 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 living 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 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.

### **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 residence, 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, chew, 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 on University sidewalks. The law prohibits smoking within 25 feet of a building entrance. The law doesn't prohibit smoking on public sidewalks around the University. 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. In addition, the University similarly prohibits use of e-cigarettes on campus.

### **Traffic Signs**

No traffic signs or public signs are permitted in residences 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 traditional and pod-style residence halls (Aitchison, Cassat, Donnell, and Chlapaty), Park Village apartments, Seminary townhouses, and in certain circumstances. 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, Area Coordinator, or Assistant Dean/Director of Residence Life immediately.

### **Vending Machines**

Vending machines are located in all traditional residence facilities. Refund slips can be obtained from the Office of Residence Life during regular office hours.

### **Visitation**

Residents and visitors are restricted from visiting residents of the opposite gender in their rooms/residences 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

All guests and visitors must be escorted by residents at all times. In each traditional hall, the main lobbies are open for visitation at all times. The common areas outside the living units in Park Village and the community room in the 2545 building are also open for visitation at all times.



### **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, Vice President and Dean of Student Life, 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 Student Life staff and Pastor to Seminary Students 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. Student Life staff will act as liaison, as necessary, between agencies working with issues related to University of Dubuque students. If you have been a victim, or witnessed any incidents, you are encouraged to contact the Vice President and Dean of Student Life (563.589.3270), UD's Mental Health Therapist at (563.589.3253), or Counseling & Life Services at (563.589.3132). For additional information, please visit our website at [www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices/](http://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**

If there is any need for which you believe emergency medical assistance is necessary, please call 9-911 immediately or UD Campus Security at x3333 or 563.589.3333.

The UnityPoint Health-Finley Health Care Systems (563.589.2460) serves the University’s health needs. The UD Medical Coordinator (563.589.3244 or 563.580.6889) should be notified of any medical emergency or condition which occurs on campus or with a UD student. The UD Medical Coordinator will contact Student Life, the Campus Chaplain, or Pastor to the Seminary Students as needed.

**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/](http://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/](http://www.dbq.edu/academics/academicsupportsuccess/)

Services provided by the Academic Success Center include:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| ✓ Academic Success Coaching        | ✓ Subject Tutoring              |
| ✓ ESL Workshops                    | ✓ Writing Center                |
| ✓ Disability Accommodations        | ✓ Testing Services              |
| ✓ Math Emporium                    | ✓ TRIO/Student Support Services |
| ✓ ENG 090 Intro to College Writing | ✓ SDV 110/111 College Success   |

### **Admission Office - Undergraduate 563.589.3000**

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

### **Admission Office - Graduate 563.589.3300**

The Admission Office for the Master of Arts in Communication (MAC) program and the international Master of Business Administration (MBA) program is located on first floor of the Myers Teaching and

Administrative Center.

The Admission Office for the domestic Master of Business Administration (MBA) program is located on the second floor of the Myers Teaching and Administrative Center.

### **Alumni/ae Association 563.589.3351**

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 Office can help you network with alums online, via Linked In, through Phon-a-thon, and a variety of campus events.

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. Plus, we may be able to connect you with alumni who can provide guidance to you as a student. Don't wait until graduation to meet the alumni office – stop by anytime! The Alumni Relations office is located on second floor of Van Vliet Hall.

#### Connect with us any of the following ways:

Phone: 563.589.3351

Email: [udalumni@dbq.edu](mailto:udalumni@dbq.edu)

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

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 Chaplain (563.589.3582) or the Pastor to Students of the Seminary (563.589.3390).

### **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 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](http://www.bookstore.dbq.edu).

### **Campus Ministry 563.589.3582**

The University is affiliated with the Presbyterian Church (U.S.A.), a tradition that 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, weekly worship services, or chapel services which are currently held Monday, Wednesday, and Friday mornings in Blades Hall. Although rooted in the Presbyterian and Reformed tradition, 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, with offices located in Blades 203. *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 6 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.

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**

Opening Convocation is the first opportunity in the academic year for the entire University community to gather. The Latin word "convocare" means to call together. Opening Convocation calls all of us together to celebrate our heritage and Mission as a Christian academic community.

### **Copying Services**

Photocopy machines are available for students' personal use on the main floor of the Library. Copies are \$.10 per page.

### **Counseling & Life Services 563.589.3132, 563.589.3253, or 563.589.3455**

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. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office at 563.589.3333 and you will be connected to a counselor upon request in a confidential manner. For more information, visit the second floor of Peters Commons or our website at: [www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/](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](http://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](mailto: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. Groups wishing to reserve an athletic venue, including the CRWC, should contact the Assistant Athletic Director at [drrunkle@dbq.edu](mailto:drrunkle@dbq.edu) or 563.589.3224. For information on the intramural program, please contact [vpopp@dbq.edu](mailto:vpopp@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 Student Life (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 1<sup>st</sup> 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 AmeriServe Food Service 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, and undergraduate students are required to select one of these meal plan options (unless residing in the Park Village apartments or campus houses.) 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. - 6:00 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.

**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 an Asian grill, as well as breakfast and a late night menu after 9:00 p.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.

**Catering:** AmeriServe 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 with the Executive Chef after completion and approval of the appropriate Events Registration Form on the Campus Portal under “Services.”

### **Health Insurance 563.589.3244**

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 June 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 Medical Coordinator.

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

### **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 Health Bar, the 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 Studies Office and Study Abroad 563.589.3712**

The International Studies Office 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](http://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/](http://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 58 specialized databases, 177,000 print volumes, 178,000 electronic books, and 30,000 electronic journals. The media collection includes 6,500 DVDs and 23,000 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, 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 am to 8:00 pm and Friday 9:00-noon, online via the library web page ([www.dbq.edu/library](http://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 poetry readings, Finals Study Breaks, and a monthly Book Club.

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 am – Midnight
Friday .....	7:00 am—9:00 pm
Saturday .....	8:30 am—9:00 pm
Sunday .....	10:00 am—Midnight

### **Life Services 563.589.3132, 563.589.3253, or 563.589.3455**

Life Services is 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.
- UD Cares 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.

For more information, visit the second floor of Peters Commons or our website at:

<http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices/>. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office at 563.589.3333 and you will be connected to a counselor upon request in a confidential manner.

### **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 found. All items not retrieved after 60 days will be donated or disposed of.

### **Medical Health Services 563.589.3244**

UnityPoint Health-Finley Hospital provides UD students with access to the services that the UnityPoint Health-Finley Hospital has to offer. UD health services are available to all UD students who are currently enrolled in classes; undergraduate, graduate, and Seminary students are able to seek medical attention no matter what insurance plan they are enrolled in. The services also include being seen at UnityPoint Health-Finley Convenient Care after hours and on weekends. Visits to UnityPoint Health-Finley Occupational Health, which include an assessment by a nurse practitioner or physician, are provided free of charge by UD. Tests, such as labs, x-rays, and visits to the emergency room are the responsibility of the student. All charges will be filed with the student's insurance plan.

The UD Medical Coordinator is able to schedule appointments not only with the UnityPoint Health-Finley Hospital, but also with other medical facilities. The Medical Coordinator can assist the student with other medical appointments (if requested and within the constraints of the student's personal medical insurance plan) such as dental, women's health concerns, specialty clinics, etc. The Medical Coordinator is also able to help answer general insurance questions.

It is imperative that students always have their insurance card and student ID 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.

Making a Medical Appointment:

- To schedule a medical appointment for an illness or injury, call the UD Medical Coordinator at 563.589.3244.
- The Medical Coordinator will complete a Student Medical Referral which you will take to your appointment.
- The Medical Referral form will indicate when the student may return to class or if the student is being referred to another physician for follow-up. The student must return the completed referral form to the UD Medical Coordinator directly after the appointment (if after hours, then the next day).
- If you are unable to reach the Medical Coordinator after hours, report to UnityPoint Health- Finley Convenient Care. If it is an emergency, contact UD Security at 563/589-3333 or call 911. UnityPoint Health-Finley Convenient Care will determine if you should be seen in the Emergency Room (charges for ER services will be billed to you or your insurance plan). The University of Dubuque does not cover services provided in the Emergency Room.

Contact Information:

Medical Coordinator's Office in the Stoltz Sports Center  
563.589.3244 (office)  
563.580.6889 (cell)  
563.589.3425 (fax)  
drrunkle@dbq.edu (email)

After Hours:

UnityPoint Health-Finley Convenient Care  
Monday-Friday: 4:00-10:00 p.m.  
Weekends/Holidays: 10:00 a.m.-10:00 p.m.

UnityPoint Health-Finley Hospital Emergency Room  
350 North Grandview Avenue, Dubuque, IA, 563.589.2658

**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 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 HC306-B). The University of Dubuque strives to be a 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 sensitivity to the perspective of our students. The office offers support services to under-represented groups to increase their chances of a successful academic experience. This is achieved through orientation, advising, mentoring, leadership development, and other activities. In addition, the office actively educates and promotes multicultural learning and development for the entire UD community through various activities such as workshops, speakers, and cultural outings.

### **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: Your Name, CPO # (Box Number), 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 to the postal clerk. Graduates and those leaving UD at the end of the school 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 is mandated by 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 frozen pizzas to first aid kits and is open year around with varying holiday schedules. During the school year, the store is open longer hours to accommodate students, faculty, and staff.

### **Student Accounts/Check Cashing 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 Office of Student Financial Planning 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 Offices 563.589.3113**

Student Life Offices are primarily located on the second floor of Peters Commons. Student Life has primary responsibility for making the out-of-classroom environment conducive to a quality education. Student Life staff are committed to enriching the lives of students and to actively promote the character development of students through education and service. Student Life consists of the following offices: Vice President and Dean of Student Life, Residence Life, Career Services, International Student Services, Student Activities, Campus Mom, Vocation and Civic Engagement, Counseling and Life Services, Multicultural Student Engagement, Study Abroad, Campus Ministry, and First Year Experience.

The Vice President and Dean of Student Life coordinates student life programming. The Dean is a co-advisor to the Student Government Association (SGA), assists in the development of student leadership programs, oversees the college judicial process, serves as a student advocate, and administers programs 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 Vice President and Dean of Student Life is the person to visit!

### **Sylvia's Common Ground Coffee House 563.589.3274**

Sylvia's Common Ground is the on-campus campus coffee shop located inside the Charles C. Myers Library. You can select from an assortment of coffees and tea, smoothies, Italian sodas, and pastries. Sylvia's is open from 7:00 a.m. until 9:00 p.m. throughout the academic year, with varying hours during holidays and summer months.

### **Vocation & Civic Engagement Services 563.589.3132, 563.589.3167, or 563.589.3633**

The Advising & Vocation Center is located on the ground 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. There is another color laser printer available in the hallway outside the Academic Support Center on the second floor of the Library. 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 service packs and critical updates for your operating system
2. Antivirus software
3. Most recent virus definition files for your virus software
4. Spybot Search and Destroy. This is a free download
5. Most recent spyware definition files for your spyware software

In order to determine that your computer meets these requirements, you must run a Client Security Agent (CSA) which will scan your PC for the five 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 a link to download the appropriate programs or files. Please note that once programs are downloaded, they will need to be installed before the CSA will recognize that they are there. 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 Vice President and Dean of Student Life.
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 Vice President and Dean of Student Life 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 must first be approved by a Vice President or the University Administrative Cabinet. It is acceptable to use the Computer System to communicate opinions to elected officials via the Internet.
  - 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 Vice President and Dean Student of Life 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, located on

the second floor of Peters Commons. The testing is confidential and a free service. Students can contact 563.589.3253 or 563.589.3132 to schedule an appointment.

### **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 athletic medical coordinator 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 Vice President and Dean of Student Life 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.



## **University of Dubuque AIDS Committee**

The committee shall be comprised of:

- The Vice President and Dean of Student Life
- The UD Medical Coordinator
- The Mental Health Therapist
- An administrator
- A faculty member
- A Seminary student
- A college student
- An advising physician and legal counsel may be consulted, when necessary.

The AIDS Committee shall be responsible for recommending policies in the various aspects of AIDS and HIV infection to the students, faculty, and cabinet. It is also available to evaluate, on an anonymous or confidential basis, individual cases of HIV infection within the University community, to recommend appropriate responses, and to answer any questions in regard to policy. The committee shall also assist with the education processes.

## **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 Vice President and Dean of Student Life. 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 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 563.589.3132 or 563.589.3253, or visit UD's Counseling Services on 2nd 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 are 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](mailto:AKendall@dbq.edu).
- Athletic-related information to [DRunkle@dbq.edu](mailto:DRunkle@dbq.edu).
- Student Organization-related information to [OSA@dbq.edu](mailto:OSA@dbq.edu).
- All other information to [MKruser@dbq.edu](mailto: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 Vice President and Dean of Student Life at 563.589.3270 or [mmiyamoto@dbq.edu](mailto:mmiyamoto@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 Associate Vice President for University Relations (563.589.3505).

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 first 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 at UD's 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:* \$80.00 per year

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

*Replacement Permit:* (without old sticker) \$80.00

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: \$80.00
- 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](mailto: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 can be dangerous and presents 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 should be parked in the bicycle racks provided by the University, and not locked to railings or trees located outside of buildings or anywhere else on campus. Bicycles found secured to property other than bicycle racks will be subject to confiscation. Bicycles left unattended for 30 days or more will be considered to be abandoned. The bicycle may be stored at the owner's expense or disposed of, if unclaimed.

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 recently reported safety risks with hover boards (self-balancing scooters,) the University prohibits the possession, use, or storage of these items on campus until further notice. 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 Office (563.589.3128, 2nd Floor of Peters Commons.) This policy does not apply to promotional materials for official University events whose publications are produced by Media Relations and University Publications. 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 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, 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*: 25 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 (3<sup>rd</sup> Floor): No posting unless approved by Education Secretary
- Stoltz Center/McCormick: No posting unless approved by Athletic Staff

Questions about the posting policies may be directed to the Office of the Vice President and Dean of Student Life (563.589.3128) or [mkruser@dbq.edu](mailto:mkruser@dbq.edu).

## **SEXUAL HARASSMENT POLICY (Title IX)**

The University of Dubuque strives to foster respect for the dignity and worth of all members of the University community by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct that is oppressive or intimidating. The University has a zero tolerance policy regarding sexual harassment. Please refer to the Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct, which can be found at: [www.dbq.edu/AboutUD/CommunityStandards/TitleIX](http://www.dbq.edu/AboutUD/CommunityStandards/TitleIX)

## **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/](http://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 Disability Services Coordinator (DSC) in the Academic Success Center when requesting accommodations. The DSC 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. A copy of those guidelines is available from the Disability Service Coordinator, or can be found at [www.dbq.edu/academics/academicsupportsuccess/disabilityservices/](http://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 DSC 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 DSC, 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 DSC to review the student's medical documentation.
2. The DSC 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 DSC who will act as a liaison with the qualified student.

5. Requests for additional accommodations should be directed to the DSC.
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 DSC 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 DSC 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 DSC 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 DSC will assist qualified undergraduate and graduate students in locating tutors and readers. UD does not provide personal attendant care. The DSC 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 DSC 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 Disability Services Coordinator 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's Athletic Department 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**

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

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](http://ncaa.org)) may be cause for loss of eligibility. For further information regarding substance abuse or usage or other medical questions, contact the athletic Medical 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's Athletic Department 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 Department of Athletics at the University of Dubuque 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 Athletic Department is concerned with the health, safety, and well-being of the student-athletes who participate in its program 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 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 his/her 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 Medical Coordinator (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 Medical Coordinator 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 Medical Coordinator 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 Medical Coordinator.

## **SUBSTANCE ABUSE PROTOCOL FOR THE STUDENT-ATHLETE**

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

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 Medical Coordinator within twenty-four to twenty-eight (24-28) hours of obtaining the test results.

The UD Medical Coordinator 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](http://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 an academic community committed to the Presbyterian tradition, 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

*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. Violations by Seminary students will be handled through the Seminary discipline processes as outlined in the Seminary section.

#### Definitions

Hearing Officer: A UD official who has been given the authority by the Vice President and Dean of Student Life to conduct a student conduct hearing.

Student Conduct Appeals Board: The group authorized to consider, for hearings conducted by the Vice President and Dean of Student Life, an appeal on the grounds of failure to receive due process and/or the sanction imposed was excessive.

#### 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 rests with, and has been delegated to, the Vice President and Dean of Student Life by the President. Responsibility for the student conduct process within the residence units has been further delegated by the Vice President and Dean of Student Life to the Assistant Dean/Director of Residence Life. Whether the discipline case is processed by the Assistant Dean/Director of Residence Life, the Vice President and Dean of Student Life, 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 Vice President and Dean of Student Life. 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life or his/her 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 Student Conduct Appeals Board or the Vice President and Dean of Student Life.) 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. Upon graduation and upon application to the Vice President and Dean of Student Life, the student's confidential record may be expunged of disciplinary actions, other than residence hall expulsion, University suspension, or University expulsion. 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 these 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 Vice President and Dean of Student Life, Assistant Dean/Director of Residence Life, or his or her designee (usually an appropriate 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 his or her 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 his or her 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 him or her.
- An appropriate sanction will be imposed as soon as possible. The student would retain the right of appeal if he or she felt the sanction imposed was not in keeping with the gravity of the violation.
- If the student wishes to appeal the decision, he or she may do so in writing within three (3) school days. The letter may be delivered to the Vice President and Dean of Student Life who will either

act on the appeal or forward to the appropriate party depending on the origination of the hearing decision. Appeals of decisions made by the Vice President and Dean will be heard by the Student Conduct Appeals Board.

- The student shall be notified of his or her 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 by the following:

### **Student Life**

The Vice President and Dean of Student Life shall have jurisdiction in all cases of alleged violations including rape, attempted rape, physical violence against a University official (including Resident Assistants,) and any alleged violation that may have substantial negative impact on the University. The Vice President and Dean of Student Life may refer a case to another University official for a hearing. When this is done the University official becomes a hearing officer. Alleged violations occurring within the resident student housing or by a resident student will most often be the responsibility of the Assistant Dean/Director of Residence Life to adjudicate. Students found in violation of University values, policies, or procedures may appeal. The appeal must be in writing and follow all established guidelines.

### **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 the guidelines above. Alleged violations of the University regulations shall be reported to the Vice President and Dean of Student Life in writing. The Vice President and Dean of Student Life or Assistant Dean/Director of Residence Life shall inform or request a member of the Student Life staff or another University official (who will serve as a hearing officer) to inform the accused in writing concerning the alleged violation, of his or her rights of due process, and arrange for a hearing.

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 Vice President and Dean of Student Life, 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**

A decision reached by an Area Coordinator/Hall Director may be appealed by the accused student or complainants to the Assistant Dean/Director of Residence Life within three (3) class days of the decision. Such appeals must be typewritten and delivered to the Assistant Dean/Director of Residence Life.

Decisions reached by the Assistant Dean/Director of Residence Life or his or her Student Life designee may be appealed to the Vice President and Dean of Student Life within three (3) class days of the decision. Such appeals shall be typewritten and delivered to the Vice President and Dean of Student Life. The decision of the Vice President and Dean of Student Life is final.

### **Student Conduct Board of Appeal**

A Student Conduct Board of Appeal shall be convened and shall hear only appeals from a student of a decision reached by the Vice President and Dean of Student Life.

#### **Composition**

The Student Conduct Board of Appeal shall be composed of three (3) members: two (2) faculty or staff members, and one (1) student appointed by the President of the University, or his/her designee.

#### **Decisions**

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

- Accept the decision reached by the Vice President and Dean of Student Life.
- Direct the Vice President and Dean of Student Life to rehear the case should the Student Conduct Board of Appeal determine there was a failure to provide due process.
- Accept the Vice President and Dean of Student Life's decision, but reduce the sanction imposed.

A decision reached by the Vice President and Dean of Student Life where the Dean served as the hearing officer may be appealed by the accused student or complainants to the Student Conduct Board of Appeal within three (3) class days of the decision. Such appeals must be in writing and delivered to the Vice President and Dean of Student Life for referral to the Student Conduct Board of Appeal.

The right of appeal does not entitle a student or organization to a full rehearing of the entire case. Rather, the Student Conduct Board of Appeal is charged with the review of two (2) issues:

1. Was the hearing conducted in such a way that the accused received due process?
2. Was the sanction imposed in keeping with the gravity of the misconduct?

The Student Conduct Board of Appeal shall not hear an appeal unless the accused presents the Student Conduct Board of Appeal with a written request for an appeal which touches on one or more of the two (2) above issues.

The Student Conduct Board of Appeal shall limit its inquiry to the issue or issues put forward in that complaint as these issues relate to its charge. If, in the opinion of the Student Conduct Board of Appeal, the appeal lacks merit, the Student Conduct Board of Appeal has the power to refuse to accept it. If the Student Conduct Board of Appeal does accept the appeal, it shall review the reports and documentation from the original hearing.

The decision of the Student Conduct Board of Appeal is final. The lone exception would be for the Board or the accused to petition the Vice President and Dean of Student Life to reopen the original hearing based upon the discovery of new evidence. The Vice President and Dean of Student Life will judge the sufficiency of the new evidence. If the Dean reopens the original hearing, no appeal may be made from the resulting Vice President and Dean of Student Life's decision.

## **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 Vice President and Dean of Student Life, 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 Vice President and Dean of Student Life 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 Vice President and Dean of Student Life, 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/2017-18-Student-Policy-Handbook.pdf](http://www.dbq.edu/media/CampusLife/OfficeofStudentLife/2017-18-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.

*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

### 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 Associate Dean (college students) or the Graduate Program Director (graduate students), where a file will be kept of all substantiated offenses. Each semester, the Associate Dean (college students) and the Graduate Program Director (graduate students) will report all offenses to the Academic Standing and Admission Committee of the College. 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 that 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 to not be in violation of the allegation, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision (but only if the withdrawal deadline has passed since the allegation was first initiated.)

## **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 in violation or not in violation. If the allegation is substantiated, 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 accused student may request an appeal of the unfavorable

finding. An alleged first offense of academic dishonesty is appealable to the Associate Dean for Academic Affairs (college student) or Graduate Program Director (graduate student). 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 appropriate office. 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 Associate Dean or Graduate Program Director will discuss the student's appeal with the faculty member. The decision of the Associate Dean for Academic Affairs (college student) or Graduate Program Director (graduate student) 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 Associate Dean for Academic Affairs (college student) or Graduate Program Director (graduate student). After examining the evidence provided by the instructor and discussing the matter with the student, the Associate Dean for Academic Affairs (college student) or Graduate Program Director (graduate student) will determine a finding of in violation or not in violation. 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 the case.

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 an Associate Dean for Academic Affairs (college student) or Graduate Program Director (graduate student), 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 Academic Standing and Admission Committee (college student) or Vice President for Academic Affairs (graduate student). An appeal must be submitted in writing to the chairperson of the Academic Standing and Admission Committee (college student) or to the Vice President for Academic Affairs (graduate student) 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 Academic Standing and Admission Committee (college student) or Vice President for Academic Affairs (graduate student). The decision of the Academic Standing and Admission Committee (college student) or Vice President for Academic Affairs (graduate student) 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 Academic Standing and Admission Committee (college student) or Vice President for Academic Affairs (graduate student) to discuss the alleged Academic Dishonesty offense. After consulting with the faculty member and meeting with the student, the Academic Standing and Admission Committee (college student) will make a recommendation to the Vice President for Academic Affairs. 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.

The decision in the case of a graduate student is not subject to appeal. If a graduate student is found in violation of a third instance of academic dishonesty, he or she will be dismissed from the graduate program.

<b>Level</b>	<b>Action</b>	<b>Minimum Possible Consequence(s)</b>	<b>Appeal Process</b>
First Offense	Meet with instructor	Grade of -0-; no credit for specific assignment  Cannot withdraw from course	Associate Dean for Academic Affairs (college student)  Graduate Program Director (graduate student)
Second Offense	Meet with instructor  Meet with Associate Dean (college student) or Graduate Program Director (graduate)	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.	Academic Standing and Admission Committee (college student)  Vice President for Academic Affairs (graduate student)
Third Offense	Meet with instructor  Meet with Academic Standing and Admission Committee (college student ) or Vice President for Academic Affairs (graduate student)	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.	Vice President for Academic Affairs (college student)  Non-appealable (graduate student)

Should the Academic Standing and Admission Committee (college student) 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 (college and graduate students) is final and not subject to appeal by the student.

## **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. Assault: Sexual, Rape**

Sexual assault and rape (including acquaintance or date rape) are forms of sexual harassment. Sexual assault and rape include any sexual relations, including intercourse, performed against a person's will and without consent. Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. Under such standard, each person engaged in sexual activity is responsible for ensuring that the person has the affirmative consent of any other person engaging in the sexual activity. Lack of protest or resistance does not mean consent. Silence does not mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, shall not by itself be assumed to be an indicator of consent. Sexual assault and rape are not legitimate or justifiable expressions of normal sexual relations.

#### *Definition:*

- Sexual relations or activity performed against the victim's will and without the victim's consent.
- Encouragement through the use of drugs or alcohol to become intoxicated or otherwise unable to give consent for sexual relations.
- Use of physical force or threat of physical force to coerce the victim into sexual relations.
- Use of emotional manipulation and/or threats to coerce the victim into sexual relations.

If a student feels he/she has been a victim of sexual assault or rape at the University of Dubuque, he/she is strongly encouraged to report the incident(s) to a member of the Student Life staff,

Residence Life staff, faculty/staff member, or Security.

### **3. 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 his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the University.

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 he/she has been bullied at the University of Dubuque, he/she is encouraged to report the incident(s) to a member of the Student Life staff, Residence Life staff, faculty/staff member, or Security.

### **4. Harassment**

Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, 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, My Space, 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 sexual or gender-based behavior that occurs when one person has formal or informal power over the other. The three elements to sexual harassment are: 1) The behavior is unwanted or unwelcome; 2) The behavior is sexual or related to the gender of the person; or, 3) The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another.)

Sexual harassment exists when any of four conditions are met:

- Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment;
- Submission to or rejection of the conduct is used as a factor in decisions affecting that person's education or employment;
- The conduct has either the purpose or effect of "substantially interfering" with a person's education or employment;
- The conduct creates an "intimidating, hostile or offensive" educational or work environment.

## **6. 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.

## **7. 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.

### **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. The use, possession, distribution, and/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 are 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 Vice President and Dean of Student Life. 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

The pet violation includes any keeping of an animal in a residence unit that does not allow pets, as set forth under the Pet Policy outlined in the Student Handbook.

## 11. Smoking and/or Tobacco Use

Smoking and/or tobacco use on UD campus, including in any University owned or controlled buildings or vehicles, or within a 25-foot allowance from any building doorway or window is a smoking violation. Hookahs, e-cigarettes, and/or other similar devices are prohibited on campus. By directive of the City of Dubuque Fire Marshall, students found to be smoking on campus will be fined \$750 per incident.

The Iowa Clean Air Act that became effective on July 1, 2008 bans the smoking of tobacco 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 doesn't 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.

#### 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. Visitation Guidelines**

*Campus Community Violations:* being on an opposite-gender floor or units without an escort, being on a floor or in a residence other than your own during hours when visitation is not allowed, sleeping in a room/residence that is not your assigned room/residence, or hosting a guest who is in violation of any visitation policy.

*Off-Campus Guest Violations:* having off-campus guests stay overnight without the consent of the RD/AC; having guests over who are under age 18 unless a sibling and approved by the RD/AC; having a guest who violates the values of the University of Dubuque.

## **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, or 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  
CWI - Center for Women's Issues  
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 LIFE**

### **Academic Policies and Procedures**

#### Advising and Registration / 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 Programs. 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 Programs 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.

UDTS faculty are scholars who are pastors, teachers, and church leaders. The advisor guides and encourages the student with reference to the student's academic program. The student is ultimately responsible for making certain she/he has fulfilled all requirements prior to the anticipated graduation date. The advisor assists in building ties within the community, especially within the advisor's group of advisees, and seeks to encourage and facilitate the individual development of the student.

### **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 Programs 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. Students who fail to register during this period will incur a late registration fee.

### **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.

### **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.

### **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 4 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 4 credits per intensive and 6-7 credits per semester. Graduate Assistants 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.

### **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 for the M.Div. allow you to easily track those courses you have taken. Copies are available in the Office of the Director of Seminary Programs.

### **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, with the Dean, enforce this policy. Appeals of the decision of the Academic and Student Affairs Committee can be directed to the President through the Director of Seminary Programs. The President's decision is final.

### **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, with the Dean, enforce this policy. Appeals of the decision of the Academic and Student Affairs Committee can be directed to the President through the Associate Dean. The decision of the President is final.

### **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.”

### **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.

## **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. Persons denied admission do 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.

### **Bulletin Boards**

*(See also Posting Policy)* Announcements must be cleared through the Student Life Office and receive a date stamp before being posted. There are bulletin boards for announcements in Severance Hall and other locations around campus. Messages for students are posted outside the Faculty Secretary's office on second floor in Severance Hall. Please check this board regularly. The Placement bulletin board contains notices of both internship and permanent post-graduate positions, and is located outside the Field Education Office.

### **Energy Stewardship**

The Seminary has a moral obligation to conserve energy. Community members can help in this effort by keeping the temperature in rooms, offices, classrooms, and other buildings at 78 degrees or above in the summer, and 65 degrees or below in the winter. Lights should be turned off and windows closed when a room is not in use.

### **Fax Machine Use**

Assignments are not to be faxed to professors at the Seminary.

## **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, and copy to BMcCaw@dbq.edu.

## **Pastor to Seminary Students**

The Seminary Pastor to Students, Rev. Dr. Beth McCaw, coordinates the Seminary chapel services and is available for pastoral care for students and families in person or by telephone. The Pastor to Students Office is located in Severance Hall, Room 208. The Pastor to Students serves as a liaison for students to University offices such as housing, security, technology, and financial planning, licensed mental health care, coordinates activities for international students, and serves as staff liaison to the Student Council. The Pastor to Students may be reached at 563.589.3390.

## **Facilities**

### **Blades Chapel**

When the 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 Student Life offices of the Vice President and Dean of Student Life, Residence Life staff, Career Services, the Campus Mom, and UD's counseling services, as well as the Jack and Barbara Smeltzer Dining Hall, the Advising and Vocation Center, the Babka Bookstore, and the Gift Shop.

### **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 non-office area or 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 Dean Office, Severance Lounge, kitchen, and two classrooms. The second floor has Seminary faculty and staff offices, the Assistant Dean's office, the Director of Seminary Programs, and two additional classrooms.

A refrigerator and fresh coffee are available in the kitchen off Severance Lounge. If students use the coffee, they are asked to donate money for purchasing additional coffee or bring in a can or bag of coffee. 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 his/her 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 him/her 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 residential class, please notify your instructor by calling the Faculty Secretary at 563.589.3109.

### 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.

Resources on the Presbyterian ordination process are available from the Pastor to Students and Director of Field Education. 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 four times each year (in July, October, 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/](http://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 in Severance Lounge 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. Faculty are also available by phone or email correspondence for such support, guidance, and encouragement. 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 students as a source of food assistance. Details regarding policies and use of the Food Pantry are available from the Food Pantry Coordinator. Watch the “Good News” for the location and hours it will be open.

### **International and Ecumenical Students**

Rev. Dr. Beth McCaw is the International Student Coordinator for the Seminary. She is available to help international students with adjustment, transportation arrangements, and other issues that may arise. Additionally, the Admissions Office and the International Studies Office in Student Life work closely with visa and other issues as well.

### **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 STUDENT HOUSING**

*(See Housing section for additional policies and procedures.)*

### **Care of Grounds**

Townhouses - Residents are requested to avoid littering the grounds surrounding buildings, including leaving pet waste in yards. Outside areas are not to be used as storage space. Barbecue grilling may be done outside on designated lawn and driveway areas. Small gardens and plantings are encouraged in containers that do not impede grounds care. Bicycles should be stored in garages. Driving on the lawn is prohibited. Maintenance takes care of lawn care and snow removal. However, snow shovels are available in case of heavy snowfall or a need to clear access quickly for particular areas.

### **Check-In Procedures**

The Assistant Dean/Director of Residence Life must be contacted at least seven (7) days in advance to arrange check-in time. Prior to check-in, the Assistant Dean/Director of Residence Life must receive a signed contract, as well as the balance of the housing deposit and first month's rent. Students who live in pet-friendly units must also pay a pet deposit equal to one month's rent prior to check-in.



## **Check-Out Procedures**

Residents who have graduated, or who will not be enrolled the following semester, must vacate their house/apartment at the end of the contract (May 31 of that year), or apply for a maximum one month extension by May 1.

Residents must make an appointment with the Assistant Dean/Director of Residence Life to check-out of their unit. The Director (or a designee) will complete the check-out portion of the form filled out at time of check-in. Keys will also be collected by the Assistant Dean/Director of Residence Life at this time (see Keys.) Residents who do not properly check out may lose their security deposit.

## **Children's Playground and Play**

In order to ensure the safety of our children, and to make sure the playground equipment is kept in good condition, we have implemented the following guidelines for playground use. The playground equipment is to be used only by elementary school aged children and younger. Only University of Dubuque community, families, and their guests may use the equipment. The playground should be used only during daylight hours. Please make sure the playground is cleaned up after your child uses it.

Young children under the age of six playing outside should be under the immediate supervision of an adult or responsible older child over the age of twelve. Please encourage your children to follow the command of Jesus, "Do to others as you would have them do to you" (Matthew 7:12). When engaged in play, kindness in word and deed should be emphasized at all times. If play becomes rough, please remind your children of the expectations of the community.

## **Cleanliness of Property**

At least semi-annually the Assistant Dean/Director of Residence Life will make health, safety, general maintenance, and condition inspections of townhouses and apartments owned by the University of Dubuque for potential health hazards and maintenance problems. Residents will be expected to maintain an acceptable degree of cleanliness in their dwelling. Housing deposits may be retained for cleaning of units that are not left in satisfactory condition.

## **Cohabitation Policy**

The Seminary, as an institution of the Presbyterian Church (USA), seeks to inculcate practices and virtues consistent with the faith of the church. Those preparing for ministry in the name of Jesus Christ are to live lives worthy of the Gospel of Christ; the Seminary student community serves as a witness of the gospel to students in other UD programs. The Seminary holds that members of the community are to live in fidelity within the covenant of marriage or chastity in singleness. As such, cohabitation in University housing is prohibited and will result in disciplinary action.

## **Computer Access**

All townhouse units are wired to the University computer network. Residents should contact the Technology HelpDesk for information on connecting to the service. This may be done through telephone modems or cable connections.

## **Furnishings**

Townhouses for commuter students or students renting by the room are furnished with a bed (frame and mattress), desk, chair, closet space, and chest of drawers for each student. The shared living space is furnished with dining room table and chairs, living room armchairs, sofa, and coffee table. The kitchen is equipped with a refrigerator, electric oven and stove, and dishwasher.

Townhouses for families or rented by individuals as a whole are not furnished. However, townhouses are equipped with a refrigerator, electric oven and stove, dishwasher, window coverings, electric garage door opener, and washers and dryers.

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

## **Housing**

Please see the Housing section of the Student Handbook beginning on page 28 for specifics related to housing. Questions or concerns regarding housing should be addressed with the Assistant Dean & Director of Residence Life, 202 Peters Commons.

### **Housing for Distance Students**

Students in the Seminary Distance Degree Programs (M.Div. and M.A.M.D.) are required to meet residency requirements in order to complete the degrees. The educational goals of the programs are most fully achieved by students living in a residential setting that builds community across the student body and enhances learning.

## **Keys**

The Assistant Dean/Director of Residence Life will provide keys at check-in. All keys must be returned at check-out. If keys are not returned, a door re-core charge will be placed on the student's account. If keys are lost, duplicates may be obtained through the Office of Residence Life. A fee of \$50 will be charged for key replacement.

## **Laundry**

Townhouses - Electric washers and dryers are available in townhouses.

## **Telephones**

Residents renting unfurnished townhouse units or houses are responsible for establishing their own telephone service. Jacks are furnished in units. Landline phones are not provided.

## **Television**

The University provides basic cable services in residence units. Students must provide their own television sets.

## **Trash Service**

Please be sure to dispose of garbage on a regular basis—preferably once a week. Townhouses: A large dumpster is located near the guest parking area in each cul-de-sac for use only by townhouse residents and a second dumpster is to be utilized for recycling products.

## **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.

### **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 President. The President'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**

#### ***Preamble***

"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.

Ministers of the Gospel in particular live in a covenant relationship of implied trust with their congregations. Abuses of power and sexuality betray that trust in a damaging way. Those preparing for ministry in the name of Jesus Christ need to prepare themselves to live lives worthy of the Gospel of Christ (Phil. 1:27). The ethical conduct of all who are in preparation for ministry is of vital importance to the Church because through these representatives is conveyed an understanding of God and the Gospel's Good News.

### **Governing Principles**

Preface: The University of Dubuque Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the Seminary or University.

Definition: Sexual harassment is unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other. The three elements to sexual harassment are: (1) the behavior is unwanted or unwelcome; (2) The behavior is sexual or related to the gender of the person; and (3) The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another). Sexual harassment exists when any of four conditions are met: (1) Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment; (2) Submission to or rejection of the conduct is used as a factor in decisions affecting that person's education or employment; (3) The conduct has either the purpose or effect of "substantially interfering" with a person's education or employment; and (4) The conduct creates an "intimidating, hostile, or offensive" educational or work environment.

In this interest, the University is committed to:

- Sensitizing faculty, staff, and students to the issue and ramifications of sexual harassment.
- Expressing intolerance of sexual harassment.
- Informing faculty, staff, and students of the procedures in filing a sexual harassment complaint and encouraging that all questions of sexual harassment be resolved informally or formally via the sexual harassment complaint process.
- Assuring that all supervisors are aware of the responsibilities, the University's policy, the laws, and potential liabilities when violations occur.
- Discouraging consenting romantic and sexual relationships between faculty/staff and student or between supervisor and employee.
- Providing the opportunity for either party to confidentially request, to the appropriate department head or dean, a change of supervisor, in the case of consensual relationships between a supervisor and one being supervised.
- Regarding each claim of sexual harassment as being serious and investigating immediately as outlined below.

### **Procedures**

Procedures for Reporting a Claim: Any member of the University of Dubuque student body who believes he or she has been subjected to unlawful discrimination or is aware of its occurrence, as defined in the sexual harassment policy, is strongly encouraged to report the incident(s) of harassment to the appropriate party as identified below. All complaints of discrimination related to sexual harassment will be treated with as much discretion as practical, although confidentiality cannot be guaranteed.

Access of information provided by the complainant and others involved in investigating and assessing the complaint will be available only on a need-to-know basis to those involved in the investigation and assessment process.

Counseling and assistance: An individual who believes he or she has been subjected to sexual harassment is most strongly encouraged to seek pastoral or other counseling or assistance for purposes of that person's well-being and spiritual wholeness. Likewise, an individual who is considering submission of a claim of sexual harassment pursuant to this policy is most strongly encouraged to discuss such a potential claim with a pastoral or other counselor. The Pastor to students and the Dean shall maintain a list of such counselors for

access by those who desire such consultation; however, the choice of such a counselor is solely that of the one seeking the counseling or assistance and shall be at no cost to the Seminary or University.

Receiving a claim: Sexual harassment involving a faculty or staff member - A claim of sexual harassment (hereinafter, "a claim") involving a faculty or staff member shall be submitted to the Director of Human Resources using the Claim Form available through the Human Resources Office. In addition, the individual who desires to make a claim may request a personal meeting with the Director of Human Resources, however, matters submitted in the written claim (to include an amended claim) shall define the parameters of further inquiry and possible remedial action.

Sexual harassment involving students only: A claim of sexual harassment involving a student (hereinafter, "a claim") shall be submitted to the Dean of the Seminary (hereinafter, "Dean") using the Claim Form available through the Human Resources Office. In addition, the individual who desires to make a claim may request a personal meeting with the Dean; however, matters submitted in the written claim (to include an amended claim) shall define the parameters of further inquiry and possible remedial action. A claim of sexual harassment will not be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, the Seminary, the University, and Christ's Church.

Referral to Response Team: Upon receipt of a claim of sexual harassment against a faculty/staff member, the Director of Human Resources shall submit the matter to the Dean of the Seminary (unless the claim is against the Dean, which will then be submitted to the President of the University. In such a situation, the President shall take the action normally assigned to the Dean in this policy and when action is defined as discretionary, the President may take action at his or her discretion) as defined in the next section of this policy and to state or federal authorities, as may be required by law.

Upon receipt of a claim of sexual harassment against a student or faculty/staff member, the Dean shall submit the matter to the Response Team as defined in the next section of this policy and to state or federal authorities, as may be required by law. Upon receipt of such a claim, the Dean, in his or her discretion, may meet with the person submitting the claim.

Effect of withdrawal of claim: A claim may be withdrawn in writing and in the discretion of the Dean the matter will be considered closed, with no further action required pursuant to this policy.

## **Response Team**

Composition: The Response Team for Allegations of Sexual Harassment (herein "Response Team") shall be a team composed of six persons. One female member and one male member of this team shall be members of the Faculty/Staff and shall be appointed by that council. One female member and one male member of this team shall be full time students at the Seminary and shall be appointed by the Student Council. One female and one male member of this team shall be persons serving on the Council of Advisors and shall be appointed by that council. The Council of Advisors, the Faculty/Staff council, and the Student Council shall each appoint a female and a male alternate to serve on the

Response Team in the event that a primary member (of the same gender) is unable to serve for consideration of a particular claim. The Response Team members (primary and alternate) shall serve for two-year terms. No person who is an accuser, accused, or a witness to an alleged situation of sexual harassment shall be a member of the Response Team which considers a particular claim arising from that situation.

Any consideration of a claim begun during a member's term shall be completed by such member. Reappointment for another term or terms shall be permitted. The Response Team members (primary and alternates) shall be trained to respond to allegations of sexual harassment in accordance with this policy. Training shall include matters in the following areas: the dynamics and effects of sexual harassment, and administrative, disciplinary, and legal matters. Such training shall also include general information on the role of applicable judicatories. The Dean shall coordinate such training.

A quorum for this team shall be four members. In order to have a person who can serve as a point of contact for training and for referral of claims, and in order to facilitate orderly meetings of the Response Team, the Response Team shall elect its own Moderator. If the Moderator is not able to be present for the consideration of a particular claim, the team considering the claim shall elect a moderator for the consideration of that claim. The Response Team once constituted for a particular claim shall remain as the team to consider that claim in accordance with this policy, even if the term of any member has or may expire while the claim is under consideration; however, if a quorum of members is not available to continue in such service, newly appointed members may fully participate in consideration of the claim.

### **Role and Functions**

Role: The Response Team acts to promote healing, reconciliation, and respect of persons in instances of alleged sexual harassment, and the Team performs the functions as set out in this policy. As such, the Response Team acts as a facilitator to quickly and objectively respond to claims of sexual harassment. The Response Team is not a judicial body and is not bound by any type of adversary process.

Required Functions: The Response Team shall:

- Receive from the Dean the written claim of sexual harassment as submitted by the person who desires to submit such a claim.
- Begin inquiry of the allegations within ten working days.
- Advise the person bringing the claim, in writing, of the matters regarding counseling and that the person may have an individual who serves as that person's advisor (at no expense to the University) as the claim is processed by the Response Team. Such an advisor may be present at any proceedings of the Response Team, but shall not act as an advocate and shall not be permitted to present arguments or to in any way turn the process into an adversarial one, such as by presenting testimony or statements of another person or by cross-examining witnesses.
- In person and in writing, advise the person accused of sexual harassment of the accusation(s) in the claim. This shall normally be done within two days of receiving the written claim. Such person also may have an advisor as described in the paragraph immediately above.
- Give due consideration to policy matters relating to disciplinary actions which are in progress or may be initiated by applicable judicatories.

- Hold a fair and impartial inquiry and submit a written report to the Dean.
- Maintain confidentiality with regard to claims and proceedings, revealing substantive matters involved in the processing of a claim only as provided in this policy or as required by law.

Prohibited Actions: The Response Team shall not:

- Advocate for any party involved in a claim.
- Act as legal counsel.
- Act as counselors or “advisors” (as referred to earlier in this policy) for those involved in the claim.
- Enforce any specific remedy or disciplinary action.

Fair and Impartial Inquiry: The Response Team shall conduct a fair and impartial inquiry. This inquiry shall include at a minimum:

- A meeting with the person submitting the claim to insure that the person is familiar with this policy and to hear matters pertaining to the claim.
- A meeting with the person accused in the claim to insure that the person is familiar with this policy and is afforded the opportunity to respond to the allegation(s).
- Taking the statements of any witnesses who can provide directly relevant information.

The inquiry may, but need not, include:

- A meeting at which both the claimant and the person accused are present, together with any advisors.
- Professional opinions of qualified experts, with any costs to be approved beforehand by the Dean.

Report: The report of the Response Team shall contain the findings of fact of what occurred (who, where, when, etc.), opinions (whether there was sexual harassment, aggravating or mitigating circumstances), and recommendations (proposed disposition and other actions), together with any dissenting findings. The standard to be used by the Team in reaching its findings shall be a preponderance of the evidence. This report (and one copy) shall be submitted to the Dean within four (4) weeks of receipt of the claim by the Response Team and shall address the following issues:

- The allegations and the positions of the parties involved.
- Remedial action(s) to be taken and by what process. Included here are recommendations related to student status for students and employment status for those employed by the Seminary/University.
- Actions related to the pastoral care or other professional care of those involved in the claim.
- Recommendation(s) as to referral of matters to appropriate judicatories.
- Seminary policy or employment practices directed toward preventing instances of sexual harassment.
- Actions to begin the healing process for the individuals involved and within the Seminary community.

If, due to exigent circumstances, the report cannot be submitted within the four weeks required in this policy, an interim report shall be submitted to the Dean. Copies of the final report shall be provided to the person submitting the claim and to the person accused in the claim, either or both of whom may within seven days submit written comments to the Dean

concerning the report.

Records of Proceedings: There is no requirement that the proceedings of the Response Team be recorded or made into any kind of transcript. (It is recommended, but not required that any notes or other materials not included in the report of the Team shall be retained by the appropriate members of the Team for a period of at least three years.) The report of the proceeding as submitted to the Dean shall be considered to be the official record of the proceeding. Reports shall be maintained by the Dean in accordance with University policies.

### **Disposition of Case**

Record to Dean: As provided immediately above in this policy, a report shall be submitted to the Dean.

Action and Referral by Dean: The Dean may take such action as he or she determines appropriate in accordance with University rules and procedures. Among the actions which may be taken are employment actions for those employed by the University, and dismissal or suspension (with or without conditions) for students. Such actions may be taken for violations of this policy, as well as for false allegations under this policy.

If required to do so by any other provision which governs conduct or procedure, or both, at the University, the Dean shall refer the matter to other persons or entities within the University structure.

If required to do so by law, the matter shall be referred to appropriate legal authorities by the Dean. The Dean may refer matters to appropriate judicatories. Referral of any matter to legal authorities, to judicatory officials, or to both, shall not preclude the Dean or other University authority from taking appropriate action on behalf of the University/Seminary.

### **Media Relations**

Provision of information to media (press, television, radio, etc.) about sexual harassment cases shall be done in conjunction with the Media Relations and University Publications office. Members of the response team shall not provide such information directly to any media. Confidentiality shall be respected to the fullest extent possible.

### **Right of Claimant to Other Procedures**

Nothing herein is intended to prohibit or discourage an individual who believes he or she has been aggrieved from pursuing remedial action from any proper authority or from seeking any pastoral or other assistance.

### **Community Awareness of Policy**

#### *Orientation Programs*

Faculty, staff, and students are strongly encouraged to include information about this policy in orientation programs for new students.

#### *Conflict*

If any conflict arises between the Seminary sexual harassment policy and the University policy, the University policy will take precedence.



### *Anti-retaliation Statement*

Retaliation of any kind against anyone filing a complaint of sexual harassment is prohibited. Initiating a complaint of sexual harassment will not affect a student's grades, class selection, or any other matter pertaining to student status including employment, compensation, or work assignments.

Distinguishing between sexually harassing conduct and conduct that is purely personal or social without a discriminatory work or educational effect requires a determination based on all the facts pertaining to the situation in order to avoid injury to innocent people. Initiating a false sexual harassment complaint or initiating a sexual harassment complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

### **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, and President. Their decision is final.

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

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

Accommodation for Qualified Student with Disabilities: The President 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 President 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: The Assistant Dean/Director of Residence Life and Vice President/Dean of the Seminary. Their decision is final.

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

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

The University Vice President and Dean of Student Life, who is not a member of the FSC of the Seminary, is, in conjunction with the Dean of the Seminary, responsible for policies and programs relating to the following areas:

Housing	Campus Rules and Regulations
Student Discipline	Health Services
Campus Activities	Student Counseling

### **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.

### **Governance**

The Seminary students at the University of Dubuque are active participants in the governance of the Seminary.

### **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. The Seminary community gathers to hear the Scriptures publicly read and the Word proclaimed, sing praise to God, and join in prayer. The Sunday evenings IMPACT worship services are open to the entire University community in Blades Chapel.

Students, faculty, and guests are invited to participate in planning and leading worship for the community. The Pastor to Students gathers planning teams and schedules worship

leaders. Guest preachers are invited and scheduled in consultation with the Dean of the Seminary. The community uses the rich liturgical resources of various Christian traditions in the course of the year.

Chapel is normally thirty minutes long with fifteen minutes added for periodic services, including the celebration of communion. Most services are either recorded or streamed for access by our students across the country and the world. All students are encouraged to share their gifts with the entire Seminary community and before God, by planning and/or leading worship. Students who have completed the course Foundations of Preaching are encouraged to preach in chapel.

# CAMPUS OFFICE HOURS

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

**Admission Office (Undergraduate), Ext. 3000**  
Monday-Friday 8:00 a.m. – 5:00 p.m.

**Financial Planning, Ext. 3170**  
Monday-Friday 9:00 a.m. – Noon  
1:00 p.m. – 5:00 p.m.

**Admission Office (Seminary), Ext. 3112**  
Monday-Friday 8:00 a.m. – 5:00 p.m.

**Health Bar, Ext. 3449**  
Monday-Friday Meal exchange available

**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 9:00 a.m. – 5:45 p.m.  
Friday 8:30 a.m. – 4:45 p.m.  
Saturday 9:00 a.m. – 1:00 p.m.

**Help Desk, Technology, Ext. 3737**  
Monday-Friday 8:00 a.m. – 5:00 p.m.

**Mike & Betty's Ice Cream Shop, Ext. 3393**  
Monday-Friday 11:00 a.m. – 10:00 p.m.  
Sunday Noon-10:00 p.m.

**Campus Offices, Ext. 3000**  
General Hours  
Monday-Friday 8:00 a.m. – 5:00 p.m.

**Physical Plant, Maintenance Shop, Ext. 3251**  
Monday-Friday 7:30 a.m. – 4:00 p.m.

**Cashiers Office, Ext. 3212**  
Monday-Friday 8:00 a.m. – 12:00 p.m.  
1:00 p.m. – 5:00 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.

**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

**Safety & Security, Ext. 3333**  
Monday-Friday 7:00 a.m. – 5:00 p.m.  
Always available via phone at 563.589.3333

**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.

**Seminary, Ext. 3122**  
Monday-Friday 8:00 a.m. – 5:00 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.

**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. – 6:00 p.m.

Saturday & Sunday  
Brunch 11:30 a.m. – 12:30 p.m.

**Student Life Offices, Ext. 3113**

Monday-Friday 8:00 a.m. – 5:00 p.m.

**Sparty's Convenience Store, Ext. 3393**

Monday-Friday 8:00 a.m. - midnight

Saturday 9:00 a.m. -10:00 p.m.

Sunday Noon -10:00 p.m.

**Sylvia's Common Ground, Ext. 3274**

Monday-Friday 7:00 a.m. – 9:00 p.m.

Saturday 9:00 a.m. – 2:00 p.m.

Sunday Closed

**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]

<b>What</b>	<b>Department</b>	<b>Where</b>	<b>Ext</b>
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 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	3599
	Athletic Field Scheduling	Stoltz Center	3244
	Athletic Trainer	Stoltz Center	3244
Audio-Visual Equipment	Technology	Van Vliet Hall	3737
Aviation Department	Aviation	Severance Hall	3835
Behavioral Discipline	Student Life - College	Peters Commons	3270
Billing Questions	Student Accounts	MTAC	3212
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	AmeriServe	Peters Commons	3138
Call Process	Field Ed & Placement - Seminary	Severance Hall	3115
Campus Ministry	Campus Chaplain - College	Blades Hall	3582
	Pastor to Students - Seminary	Severance Hall	3390
Career Planning	Vocation Services	Peters Commons	3132
	Field Ed & Placement - Seminary	Severance Hall	3115
Chapel	Campus Chaplain - College	Blades Hall	3582
	Pastor to Students - Seminary	Severance Hall	3390/3109
Checks Cashed	Student Accounts	MTAC	3208
Child Care	Child Care Center	Child Care Center	585-7461
Choir	College Choir	Heritage Center	3564

<b>What</b>	<b>Department</b>	<b>Where</b>	<b>Ext</b>
Clinical Pastoral Education	Field Ed & Placement - Seminary	Severance Hall	3115
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	Life Services	Peters Commons	3253
	Campus Mom - College	Peters Commons	3455
	Campus Chaplain - College	Blades Hall	3582
	Pastor to Students - Seminary	Severance Hall	3390
Course Scheduling	Registrar - College	MTAC	3748
	Dean's Office - Seminary	Severance Hall	3122
Criminal Justice Department	College	Severance Hall	3452
Cyber Café	AmeriServe	Heritage Center	3311
Digital Art & Design Dept	DART – College	Dunlap Tech Center	3717
Disabilities	Academic Success Center	Library	3757
	Student Life	Peters Commons	3270
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
	Student Life	Peters Commons	3270
English Department	English - College	Van Vliet Hall	3185
Environmental Science	Environmental Science	Science Center	3152
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	AmeriServe	Peters Commons	3137
Gift Shop/Bookstore	Campus Stores	Peters Commons	3131
<i>Good News</i>	Seminary	Severance Hall	3390
Graduate Program	Graduate Program Office	MTAC	3300
Graduation	Registrar	MTAC	3178
Greek Life	Student Life - College	Heritage Center	3583
Health Insurance/Concerns	Medical Coordinator	Stoltz Center	3244
Heritage Center Tickets	Heritage Center Ticket Center	Heritage Center	585-7469
History Department	History - College	Severance Hall	3669
Housing	Residence Life	Peters Commons	3438/3136
Housekeeping	Physical Plant	Maintenance	3136
Human Resources	Human Resources	Smith Hall	3619
Ice Cream Parlor	Campus Stores	Heritage Center	3393

<b>What</b>	<b>Department</b>	<b>Where</b>	<b>Ext</b>
ID Access Cards	Safety and Security	Smith Hall	3333
Institutional Research & Planning		Meyers T&AC	3775
International Studies	Student Life - College	Heritage Center	3712
	Seminary	Severance Hall	3390
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
Pastoral Care	Pastor to Students - Seminary	Severance Hall	3390
Philosophy Department	Philosophy	Severance Hall	3669
Physician Assistant Dept.	College	Science Center	3500
Post Office/Mailboxes	Post Office	Heritage Center	3141
President	President's Office	MTAC	3418
Print Room	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	3669
Residence Halls	Main Desk	Aitchison Hall	3269
		Cassat Hall	3355
		Donnell Hall	3503
		Park Village	3792
		Chlapaty Hall	
Residence Life Office	Residence Life	Peters Commons	3438/3163
Room Reservations	Special Events & Scheduling	MTAC	3868
ROTC		Mercer Birmingham	3804



<b>What</b>	<b>Department</b>	<b>Where</b>	<b>Ext</b>
Scholarship/Grant Info	Financial Aid	MTAC	3169
Science Department	Science Department	Science Center	3152
Security	Safety & Security	Smith Hall	3333
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	3113
	Student Life - Seminary	Severance Hall	3390
Student Organizations	Student Activities	Heritage Center	3583
Study Abroad	International Studies	Heritage Center	3712
Switchboard Operator		MTAC	0
Technology Questions	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

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. If questions or concerns regarding this 2017-2018 Student Handbook, please contact the Vice President and Dean of Student Life at [MMiyamoto@dbq.edu](mailto:MMiyamoto@dbq.edu) or 563.589.3270.