

# UNIVERSITY of DUBUQUE

## 2013-2014 Student Handbook

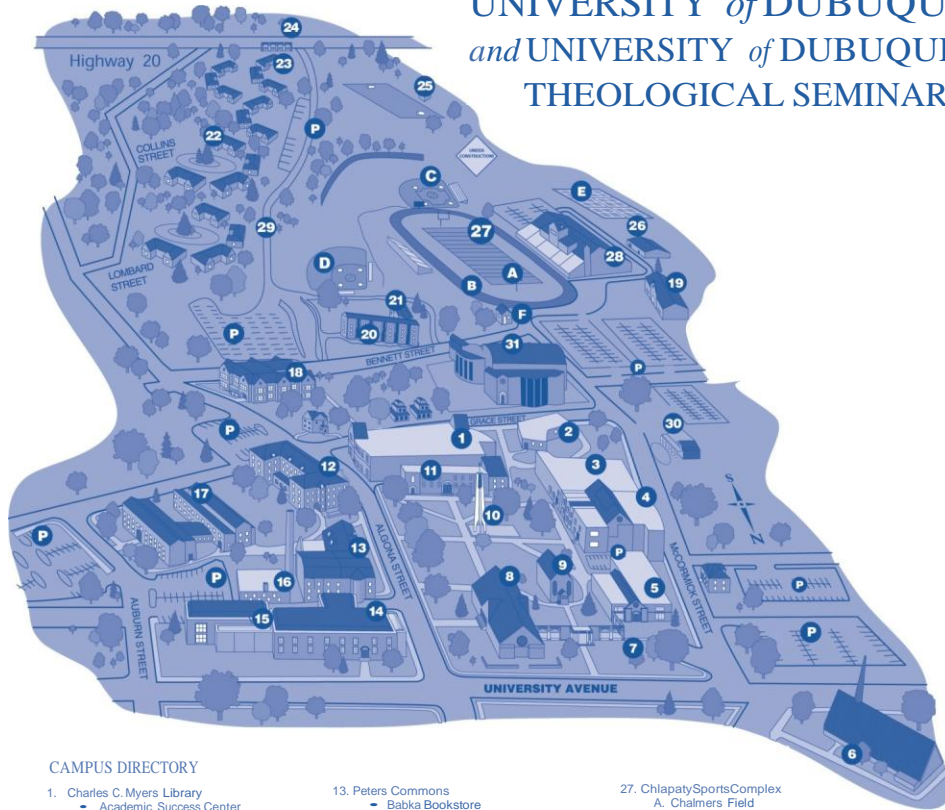


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Revised May 2013  
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# UNIVERSITY of DUBUQUE and UNIVERSITY of DUBUQUE THEOLOGICAL SEMINARY



## CAMPUS DIRECTORY

1. Charles C. Myers Library
    - Academic Success Center
    - Learning Assistance Center
    - Sylvia's Common Ground Coffee Shop
  2. Smith Hall
    - **Business/Finance**
    - Education
    - Human Resources
    - Physical Education/HWR
    - Safety/Security
  3. Stoltz Sports Center
    - Athletic Administrative Offices
    - Jon Davison Court
    - Physical Education Offices
  4. McCormick Gymnasium
  5. Jackaline Baldwin Dunlap Technology Center
    - CCM
    - CIS
  6. Westminster Presbyterian Church
  7. Steffens Colonnade
  8. Blades Hall
  9. Alumni Hall
  10. William C. Laube Memorial Bell Tower
  11. Van Vleet Hall
    - Academic Affairs Office
    - Advancement Offices
    - Alumni Relations
    - Campus Post Office
    - English
    - History
    - Political Science
    - Print Room/Mailroom
    - Speech Communication
    - UO for Kids
  12. Severance Hall
    - Aviation
    - Philosophy
    - Psychology
    - Religion
    - Seminary Admission
    - Seminary Dean's Office
    - Seminary Faculty and Staff Offices
    - Sociology/Criminal Justice
  13. Peters Commons
    - Babka Bookstore
    - Campus Ministry
    - Career and Life Services
    - Dining Hall
    - Food Service Offices
    - International Studies
    - Student Housing
    - Student Life Office
    - Student Offices
    - Student Union/Underground
  14. Science Center - Goldthorp Hall
    - Mathematics
    - Nursing
    - Sciences
  15. Science Center - Mary Chiapaty Hall
    - Mathematics
    - Sciences
  16. Heating Plant
  17. Aitchison Residence Hall
  18. Charles & Ramona Myers Center
    - Business Faculty Offices
    - Cashier
    - College Admission
    - M.A.G. Graduate Offices
    - M.B.A. Graduate Offices
    - President's Office
    - Ramona's Boutique
    - Registrar
    - Student Accounts
    - Student Financial Planning
    - Wendt Center
    - University Relations
  19. Mercer Birmingham Building (ROTC and Athletic Coaches' Offices)
  20. Cassat Residence Hall
  21. Donnell Residence Hall
  22. Seminary Village
  23. University Park Village
  24. Conlon Colonnade
  25. Oyen Soccer Field and Press Box
  26. Maintenance/Custodial Offices
  27. Chlapaty Sports Complex
    - A. Chalmers Field
    - B. Miller Track
    - C. Baseball Field
    - D. Softball Field
    - E. Farber Tennis Courts
    - F. Ticket Booth
  28. Chlapaty Recreation & Wellness Center
  29. University Parkway
  30. University Daycare
  31. Heritage Center
    - Aitchison/Weich Rehearsal Room
    - Babka Theatre
    - Campus Post Office
    - Charles and Elizabeth Bisignano Gallery
    - DB&TFine and Performing Arts Suite
    - Farber Box Office
    - John and Alice Butler Hall
    - Linda Chlapaty Music Education Center
    - Sparty's Convenience Store
    - Straatmeyer Rehearsal Room
    - Susan Magill Smith Suite
      - Student Activities
      - International Students
      - Multicultural Services
- P. Parking Areas  
Visitor parking is available in the lot next to McCormick Street, by the football field, and across from Severance Hall. Before parking in these areas, visitors must obtain a parking permit from the Security Office.
- Construction site for residence halls and enclosed practice facility

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# ACADEMIC CALENDAR

## UNDERGRADUATE AND GRADUATE STUDENTS

### FALL 2013

|                |           |  |
|----------------|-----------|--|
| August 15-16   | Thurs-Fri | New Faculty Orientation  |
| August 20-21   | Tues-Wed  | Faculty Days   |
| August 22-23   | Thurs-Fri | Department Days  |
| August 25      | Sunday    | Move-In Day (Students)   |
| August 26-28   | Mon-Wed   | New Student Orientation  |
| August 29      | Thursday  | Classes begin  |
| September 2    | Monday    | Labor Day - no classes   |
| September 5    | Thursday  | Last day to add a full-term class without instructor's consent<br>Last day to add/drop a half-term Session I class |
| September 10   | Tuesday   | Opening Convocation  |
| September 12   | Thursday  | Last day to add (with instructor's consent) or drop a full-term class  |
| September 27   | Friday    | Last day to withdraw from a half-term Session I class  |
| October 7-13   | Mon-Sun   | Homecoming Week  |
| October 18     | Friday    | Fall Break Day – no classes; University offices open   |
| October 21     | Monday    | Mid-term for full-term classes<br>End of half-term Session I classes   |
| October 22     | Tuesday   | Half-term Session II classes start   |
| October 24     | Thursday  | Mid-term grades due in Registrar's Office  |
| October 28     | Monday    | Last day to add/drop a half-term Session II class  |
| November 1     | Friday    | Last day to withdraw from a full-term class with a "W" grade   |
| November 4     | Monday    | Spring 2014 Online Registration begins for Seniors   |
| November 6     | Wednesday | Spring 2014 Online Registration begins for Juniors   |
| November 11    | Monday    | Spring 2014 Online Registration begins for Sophomores  |
| November 13    | Wednesday | Spring 2014 Online Registration begins for First Years   |
| November 19    | Tuesday   | Last day to withdraw from a half-term Session II class   |
| Nov 23-Dec 1   | Sat-Sun   | Thanksgiving Break   |
| December 2     | Monday    | Classes resume   |
| December 3     | Tuesday   | Graduation appl. for May & Aug 2014 due in Registrar's Office  |
| December 13    | Friday    | Last day of full-term classes  |
| December 16-18 | Mon-Wed   | Final Examinations   |
| December 18    | Wednesday | End of half-term Session II classes  |
| December 23    | Monday    | Fall grades due in Registrar's Office  |

# ACADEMIC CALENDAR

## UNDERGRADUATE AND GRADUATE STUDENTS

### J-TERM 2014

|            |           |  |
|------------|-----------|--|
| January 7  | Tuesday   | J-Term classes begin                       |
| January 8  | Wednesday | Last day to add/drop a J-Term course       |
| January 16 | Thursday  | Last day to withdraw from a J-Term course  |
| January 20 | Monday    | Martin Luther King Day, Classes in session |
| January 23 | Thursday  | Last day of J-Term classes                 |
| January 24 | Friday    | Department Day                             |
| January 31 | Friday    | J-Term grades due in Registrar's Office    |

### SPRING 2014

|             |           |  |
|-------------|-----------|--|
| January 24  | Friday    | Spring New Student Orientation<br>Department Day   |
| January 27  | Monday    | Classes begin  |
| January 31  | Friday    | Last day to add a class without instructor consent<br>Last day to add/drop a half-term Session I class |
| February 7  | Friday    | Last day to add/drop a full-term class   |
| February 17 | Monday    | President's Day – no day or evening classes  |
| February 21 | Friday    | Last day to withdraw from a half-term Session I class with a "W" grade                                 |
| March 15-23 | Sat-Sun   | Spring Break   |
| March 24    | Monday    | Classes Resume   |
| March 25    | Tuesday   | Mid-Term<br>Half-term, Session I classes end   |
| March 26    | Wednesday | Half-term, Session II classes begin  |
| March 27    | Thursday  | Mid-term grades due in Registrar's Office  |
| April 1     | Tuesday   | Last day to add/drop a half-term Session II class  |
| April 4     | Friday    | Last day to withdraw from a full-term class with a "W" grade   |
| April 7     | Monday    | Fall 2014 Online Registration begins for Seniors   |
| April 9     | Wednesday | Fall 2014 Online Registration begins for Juniors   |
| April 14    | Monday    | Fall 2014 Online Registration begins for Sophomores  |
| April 16    | Wednesday | Fall 2014 Online Registration begins for First Years   |
| April 18-20 | Fri-Sun   | Easter Break   |
| April 21    | Monday    | Classes Resume   |
| April 23    | Wednesday | Last day to withdraw from a half-term Session II class with a "W" grade                                |
| April 24    | Thursday  | Honors Convocation   |
| May 9       | Friday    | Last day of classes  |
| May 12-14   | Mon-Wed   | Final examinations   |
| May 14      | Wednesday | Half-term Session II classes end   |
| May 16      | Friday    | College Baccalaureate  |
| May 17      | Saturday  | Commencement   |
| May 19      | Monday    | Spring grades due in Registrar's Office  |
| May 20-21   | Tues-Wed  | Faculty Days   |
| June 2      | Monday    | Graduation application for December 2014 due in Registrar's Office                                     |

# ACADEMIC CALENDAR

## SEMINARY STUDENTS

### August Term 2013

July 22-August 1  
August 3-5  
August 5-16  
August 19-30

August Pre-load  
Distance New Student Orientation  
August Intensive  
August Post-load

### Fall 2013

August 28-30  
September 3  
September 16  
October 14-18  
November 25-29  
December 9  
December 10  
December 11-14

Residential New Student Orientation  
Fall Semester Classes Begin  
Last Day to Add/Drop  
Reading Week  
Research and Thanksgiving Break  
Last day of Classes  
Reading Day  
Final Exams

### J-Term 2014

December 23-January 3  
January 6-17  
January 20-31

January Pre-load  
January Intensive  
January Post-load

### Spring 2014

February 3  
February 14  
March 17-21  
April 14-18  
May 9  
May 12-13  
May 14-17  
May 17

Spring Semester Classes begin  
Last Day to Add/Drop  
Reading Week  
Research and Easter Break  
Last Day of Classes  
Reading Days  
Final Exams  
Commencement

### Doctor of Ministry

May 26-June 6

Doctor of Ministry

## MISSION AND VALUES

The University of Dubuque is a small, private university affiliated with the Presbyterian Church (U.S.A.) offering undergraduate, graduate, and theological seminary programs. The University is comprised of individuals from the region, the nation, and the world.

As a community, the University practices its Christian faith by educating students and pursuing excellence in scholarship. Therefore, the University of Dubuque is committed to:

- The Presbyterian tradition;
- Excellence in academic inquiry and professional preparation;
- Relationships that encourage intellectual, spiritual, and moral development;
- Community where diversity is appreciated and Christian love is practiced;
- Stewardship of all God's human and natural resources; and
- Zeal for life-long learning and service.

Developed during the 1997-1998 academic year and reaffirmed by the Board of Trustees, May 2009.

## VISION

The University of Dubuque, by the year 2015, will be:

- Acknowledged as one of the best small, private Christian colleges and universities;
- Renowned for serving the best interests of students at all stages of their lives and at different levels of professional and personal development;
- Unified as a community where Christian commitment, intellectual integrity, and academic excellence are the basis for learning;
- Invigorated by its bold integration of both liberal arts and theological education with the acquisition of professional credentials required to compete and contribute in the global arena;
- Focused on the development of skills for critical and creative inquiry and communication, enhanced by technology;
- Distinguished as a dynamic and vibrant cultural center where a diversity of ideas and experiences are embraced and nurtured;
- Energized by a dedicated, diverse, and demonstrably competent faculty and staff well-respected in the community and in their respective fields;
- Characterized by financial health and fiscal prudence, with a physical environment and facilities conducive to the University's educational mission;
- Respected as an educational institution whose graduates make their mark through their stewardship of human and natural resources and in service to their community.

Developed during the 1997-1998 academic year and reaffirmed by the Board of Trustees, May 2009.

## 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.

## 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.

## WENDT CHARACTER INITIATIVE

Made possible by the endowed Lester G. Wendt and Michael Lester Wendt Character Initiative Fund, the Initiative has been established at the University of Dubuque to promote a Culture of Character by infusing throughout the campus, in a measurable way, the values of truthfulness, honesty, fairness, and the Golden Rule. Centered in the University's Mission and Values and consonant with its Reformed Christian identity, the Initiative engages the University community in a cooperative and spirited effort to foster intellectual understanding of and personal commitment to leading lives of purpose and excellent moral character.

Committed to a strong work ethic, and affirmative of a desire to manifest in one's professional and personal life the on-going creative process in faithfulness to the Creator of life, this Initiative is of significance for the total educational experience of all students through curricular and co-curricular programs. And, it is significant for faculty, staff, administrators, and trustees, recognizing that all are teachers as each person provides service to students and relates to one another. The Wendt Character Initiative is overseen by the Wendt Center for Character Education.

## DIVERSITY AND CHRISTIAN LOVE AT THE UNIVERSITY OF DUBUQUE

The Mission of the University of Dubuque calls us, among other things, to be a “community where diversity is appreciated and Christian love is practiced.”

We understand diversity to mean the ways in which individuals may differ according to ethnicity, race, age, gender, sexual orientation, disability status, socioeconomic class, religion, and perspectives on social and moral controversies, among other factors. We understand Christian love to mean the love modeled in the life of Jesus Christ and prioritized by Jesus' reminder that there is no other commandment greater than the commandments to love God and to love your neighbor as yourself.

As a Reformed Christian institution, UD seeks to create a culture of character and a climate in which each person is valued and respected independent of the factors listed above, a climate where diverse people interact productively and diverse convictions can be held and expressed in a spirit of ethical commitment, respectful dialogue, faith seeking understanding, and Christian love.

We invite every member of our community—every student, faculty member, and staff person—to contribute to this climate.

## 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 tri-state 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

## Definitions and Terms

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

**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.

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

**College:** Includes all undergraduate programs and graduate programs in the MBA or MAC.

**Seminary:** Includes all programs within the University of Dubuque Theological Seminary.

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

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

**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.

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

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

**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.

## COMMUNITY VALUES AND BEHAVIORAL EXPECTATIONS

**Mission:** To be a community where diversity is appreciated and Christian love is practiced.

As Christians, we believe that every individual has an inherent value, or worth. Our life together involves honoring that value in all people. Living in community also involves sacrifice. Community is more than living in close proximity to other people. Belonging to a community requires a willingness to work through our differences while also respecting the value of those living with you.

Life together demands integrity. Integrity is the quality or state of being complete, whole, and unbroken. In ethical terms, it refers to moral principles of honesty, sincerity, and right living.

When we recognize the worth of other individuals, we also recognize that certain behaviors degrade that value. Our community has decided that certain behaviors are inappropriate in a community where Christian love is practiced.

Respect means to hold in high regard, to honor, those around you. Recognition of the value and worth of individuals leads us to believe that respect for those persons also involves respect for their property. That includes respect for those who have been appointed to lead our community and their authority, and even respect for the environment in which we live.

Self-discipline, in the best sense, is never truly a discipline undertaken alone. As a community, we value and respect each other, and that also means we desire that each member of our community has an opportunity to learn what it means to live life to its fullest. Self-discipline is related to the choices that each member of the community makes. We also recognize that the choices we make as individuals affect the nature of the entire community.

This handbook outlines our understanding of what it means to live together as Christians. It upholds our values and is underscored with a Christian description of the reasons for those values. In our community, we understand that living a full life begins with a relationship with God. In the Values Violations section, we have listed ways that people violate our community values as a way to remind people of the importance of these values.

All members of our community have chosen to be here voluntarily. The values and standards described throughout this handbook are reasonable expectations regarding the behavior of individuals and seek to describe a community in which “diversity is appreciated and Christian love is practiced.”

#### Value: Integrity

We value living lives that are true; lives characterized by honesty and wholeness; lives that are complete, whole, and grounded in the Christian tradition.

#### 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.

#### 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.

#### 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.

### Value: Respect for Property and Stewardship of the Environment

We value the privilege of living in community 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.

## 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 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.

Undergraduate and graduate students 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 the professor is emphasizing unless you attend class every day. When you are in class, you will have experiences that will help you build your own understanding.

You will be able to 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 faculty of the reason for the absence and developing a plan for making up any missed work. The Athletic Department will provide faculty with a list of athletes participating in an upcoming event, but each student athlete is still expected to personally notify faculty at least one class session prior if they will be out of class participating in an athletic event. In all circumstances, it is up to the individual student to make arrangements to make up any missed work.

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 Office of Student Life located on the second floor of Peters Commons. The Student Life 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 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.

## FERPA (Family Educational Rights and Privacy Act)

As custodian of student records, in compliance with the Family Educational Rights and Privacy Act 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

Seminary students - See additional information in Seminary section.

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, address, phone number, field of study, dates of attendance, and degrees as directory information. If a University student does not want any or all the information designated as directory information, he/she must notify the Student Life Office in writing within ten (10) days after the start of the semester.
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.

### CELLULAR PHONE POLICY

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 communications 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 academic buildings. 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. When receiving a phone call on a cell phone, conversation should in all cases be carried on away from other individuals.

### 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:

- UndergraduateAcademicIssues: Vice President for Academic Affairs or Associate Dean for Academic Affairs, Academic Affairs Office, Van Vliet Hall.
- GraduateAcademicIssues: Graduate Program Office, Myers Teaching and Administrative Center.
- Co-curricularIssues: Vice President and Dean of Student Life, Student Life Office, second floor Peters Commons.
- SeminaryIssues(Academic/Co-curricular): See process in Seminary Section.

If a student is unsure of who to contact or how to proceed, the student should consult the Vice President and Dean of Student Life, second floor of Peters Commons.

## CAMPUS LIFE

Seminary Students - See information in Seminary Section.

### Student Organizations

There are over 60 student organizations on campus. Most of these organizations sponsor events for the entire UD community throughout the year. For more information on student organizations, please contact the Office of Student Activities (OSA) at 563/589-3583 or [osa@dbq.edu](mailto:osa@dbq.edu), or visit the OSA website at [www.dbq.edu/campuslife/vicepresidentofstudentlife/studentactivities](http://www.dbq.edu/campuslife/vicepresidentofstudentlife/studentactivities).

### 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 it, it will go 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. Once 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 also need to 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 Office of Student Activities, Student Government Association, 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 Student Government Association.
- 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 Student Activities 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 Office of Student Activities including poster paper and markers, colored copy paper, and computers.
- Use of a student organization mailbox, located in the Office of Student Activities, to facilitate communication with the University and to receive mail from external sources.

#### Responsibilities of Recognized Student Organizations

Official recognition by the Office of Student Activities, Student Government Association, and the Vice President and Dean of Student Life requires student organizations to uphold the following responsibilities:

- Attend monthly Student Government Association 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 Office of Student Activities.
- Check the organization's mailbox in the Office of Student Activities on a weekly basis.
- Abide by the organization's constitution and bylaws and submit any changes to the Office of Student Activities.

### **Pledging and Initiation for Membership**

The following policies must be followed by all organizations that require students to go through a pledging and initiation period before they become members. 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 Office of Student Activities and Department of Student Life and may result in loss of their pledge 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 pledging and initiation activities must submit a detailed list of all activities and have all activities approved by the Director of Student Activities. This includes any group or individual activities that pledges are asked to participate in during the pledging and initiation process. Asking pledges 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 pledging activities being allowed by that organization for that pledging period.

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 pledging activities.

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

All pledges must maintain academic responsibilities during pledging. In this effort, all pledges must have at least a 2.0 GPA (on a 4.0 scale) in order to pledge. The Office of Student Activities will check GPAs of potential pledges and during pledging and initiation all pledges will be required to submit weekly signed class attendance sheets to the Office of Student Activities. Any pledge who does not submit completed and signed attendance sheets by the set deadlines will automatically be de-pledged.

Pledging and initiation activities must not begin prior to 8:00 a.m. and must end no later than midnight on weekdays and 1:00 a.m. on weekends. The period between these times shall be free time for the pledges to do as they wish and cannot be used for completion of pledging responsibilities.

No pledging 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 pledging activities whether in liquid or previously consumed. This includes pledges, active members, alumni, brothers/sisters, and anyone else at the pledging 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) 563/589-3388**

The Student Government Association (SGA) exists to enable all college students to take part in making positive contributions to the college 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, stimulate student leadership and involvement throughout the college community, aid in establishing a sense of responsibility and fellowship among college 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, act as a unified voice in raising awareness of issues which affect all students, constitute the legislative body that makes decisions for the general student body, aid in maintaining healthy relations with the Seminary Student Council, the local community, and the faculty/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, lacrosse, soccer, softball, tennis, indoor and outdoor track and field, and volleyball. Men compete in ten sports: baseball, basketball, cross country, football, golf, soccer, tennis, 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.

## Office of Student Activities 563/589-3583

The Office of Student Activities (OSA) offers a wide variety of activities for the student body. The primary projects of OSA include New Student Orientation in the fall and spring for new first-year and transfer students, and Homecoming Week events. OSA assists the University Program Council in the planning and implementation of campus-wide social programming, and advises the Student Government Association (SGA) and the Greek Council. OSA is also the hub for all active student organizations' communications, finances, and event coordination. Additional information about OSA can be found at [www.dbq.edu/campuslife/vicepresidentofstudentlife/studentactivities](http://www.dbq.edu/campuslife/vicepresidentofstudentlife/studentactivities) or by calling 563/589-3583.

## Wellness 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, 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 conditioners may be allowed for documented medical conditions. See the Director of Residence Life for approval before purchase or installation.

## 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 townhouses. 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.

## 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. Candles may be kept in student residences for decorative purposes only, but must not show evidence of being lit.

## 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 Room/Residence Condition Form will be completed for each room/residence 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/residences, you must be checked out by an official housing staff member. The staff member will inventory the room/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 residences 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 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 residence hall rooms is limited to a microwave oven, a hot-air popcorn popper, 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 traditional 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.

#### 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.

#### 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 \$250 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 traditional residence facility (Aitchison, Cassat, and Donnell Halls) 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 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), kitchen table and chairs, and a coffee table.

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 halls has a variety of games and equipment for resident use. Residents may purchase an activity card which they can use to check out items from the front desk staff. Activity card fees go towards the upkeep and acquisition of such items for resident use.

#### 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 register their guests with the residential facility staff. Residents must also obtain the permission of their roommate(s), if applicable. Guests must sleep on wings/rooms of their own gender. Guests must observe all University policies and are the responsibility of the resident host. Non-registered guests 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 consent of the Area Coordinator, Hall Director, or the 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 do not cover Christmas semester break, spring break, or the summer months between academic years. In the interest of energy conservation and operating costs, all residence halls officially close during breaks. Students may receive permission, through the Director of Residence Life, to stay on campus because of special circumstances or for University business. A per-week fee will be charged for break housing. A week begins on Sunday and ends on Saturday at midnight. Students, who must delay their departure for 24 hours, or return 24 hours early, will not be charged for that period. Students who enter a hall illegally during a break will be subject to disciplinary sanctions. International students, athletes, and students employed by the University, who are required to stay late, or who are required to come back from break early are exempt from the fee only for the period of time they are required to stay on campus.

Park Village Apartments, townhouses and houses remain open to residents over break periods. Residents of these facilities are not charged for break housing. However, there are additional costs for staying in these facilities over the summer semester.

There is no 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 and Graduate students in townhouses or apartments. Students seeking summer housing must apply in advance with the Office of Residence Life.

### Housing Charges and Refunds

Room and board charges for each semester are published annually. Room charges and board charges are refundable as indicated in the catalog, except if the student is removed from the residence hall for disciplinary reasons. A deposit is required of all residents living on campus. Damage to residence facilities and/or their furnishings beyond ordinary wear and tear will be charged against the deposit. Please see the Residence Unit Contract for full explanations.

### 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 interested in seeking an exemption to this policy must contact the Office of Residence Life to complete an exemption application. (NOTE: Until students have received written authorization from the Office of Residence Life, they are not released from the Residency Requirement. Students will be charged for residence hall housing if enrolled and living off-campus without written approval from the Office of Residence Life.)

### Housing Staff

**Director of Residence Life:** The 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, security, programming, and meeting regularly with students to discuss personal, academic, and social concerns. The Director of Residence Life reports to the Vice President and Dean of Student Life.

**Resident Directors/Area Coordinators (RD/AC):** The Area Coordinators/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 Director of Residence Life.



**Resident Assistants:** The Resident Assistants are specially trained students living on the floor of University residences. 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 RD/AC and the Director of Residence Life.

### Illegal 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.

### 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 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

Coin-operated washers and dryers are available in each traditional 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. Refund slips can be obtained in residence hall offices during regular office hours.

### 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 RD/ACs 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.

### Lofts

The University does not allow students to build 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](http://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.

## Pet Policy

A pet is defined as any domesticated or tame animal that is kept as a companion. For health and safety reasons, no pets, except aquarium fish, are permitted in any traditional 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 pet deposits. Residents are allowed to have no more than two pets in their unit. No exotic pets are allowed.

- 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 Director of Residence Life.
- A pet deposit equal to one months’ rent must be paid in full prior to move-in.
- The City of Dubuque has an Animal Leash Law. Dogs and cats must be licensed and 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 a continuing disturbance to neighbors will have to be removed from the University property.
- Pet owners are expected to assume responsibility for animals.
- 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

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

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

ParkVillageApartments 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

VillageTownhouses 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 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 the Resident Assistants on each floor in traditional halls, and must be completed before the Area Coordinator can act upon the request. The 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 Director of Residence Life. Residents may not change rooms/residences without prior approval from the RD/AC or 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 Director of Residence Life who will assist you in resolving your situation with other residents in your same situation.

The RD/AC or 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.

### 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 may request that their land line be activated by contacting their Resident Assistant. All residents must provide their own phone. 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

The Iowa Clean Air Act became effective on July 1, 2008 and 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 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.

### 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 encouraged to maintain a clean and safe living environment. Cleanliness also reduces the likelihood of insect problems within your residence.

### Utilities

All utilities are provided as part of the housing fee in the traditional residence halls (Aitchison, Cassat, and Donnell halls), 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 Director of Residence Life immediately.

### Vending Machines

Vending machines are located in all traditional residence facilities. Refund slips can be obtained in residence facility offices 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 area 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.

# SECURITY

## Emergency Procedures

Emergency and non-emergency calls from residence facilities for fire, police, or ambulance assistance or services should be directed through the Campus Safety and Security 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 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.
- 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." 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). To operate emergency telephones, press the red button and the Safety and Security staff will immediately know your location and assist.
- Hardees Parking lot.
- CRWC located at the outside entrance, phone 9-911 or x3333 or 563/589-3333.
- Mercer Birmingham Hall.
- Heritage Center; north, south, and west 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 phones but do not have a blue light: CRWC, maintenance building, MTAC, Myers Library, and University Science Center.
- Smith Hall (does not have an exterior phone.) However, the lower entrance is always unlocked and Security is always available in their office or by using the red Security phone located outside the 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 Student Life at 563/589-3270.

### 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. If you have a battery powered radio, take it with you for up-to-date storm information. 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 Hospital (563/589-2460) serves the University for your 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.



## 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.

## 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 563/589-3262

The Academic Success Center at the University of Dubuque is located on the second floor in 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.

#### **Services Provided by the Academic Success Center:**

|                                     |  |
|-------------------------------------|--|
| Individual Tutoring                 | English Learning Labs                      |
| Writing Center                      | Math Learning Labs                         |
| Disability Accommodations           | Peer Assisted Learning Study Groups (PALS) |
| TRiO / Student Support Services     | Testing Services                           |
| Academic Probation Support Services |  |

### Admission Office - Undergraduate 563/589-3000

The undergraduate Office of Admission is located in Suite 255 of the Myers Teaching and Administrative Center. The Office of Undergraduate Admission works with prospective UD students and their families to provide the best possible service as they go through the enrollment process.

### Admission Office - Graduate 563/589-3300

The graduate program Admission Office is located on first floor of the Myers Teaching and Administrative Center. The staff works with prospective students in the Master of Business Administration domestic and international programs, as well as the Master of Arts in Communication program.

### Admission Office - Seminary 563/589-3112

The Seminary Admission Office is located on the first floor of Severance Hall. The Admissions staff is responsible for advertising, recruiting, and admitting students to Dubuque Seminary's degree programs: the Doctor of Ministry (D.Min.); Master of Divinity (M.Div.), residential and distance; Master of Arts in Missional Christianity (M.A.M.C.); 3/3 (B.A. and M.Div.); and 3/2 (B.A. and M.A.M.C.). This office promotes the seminary and attends recruitment events, arranges

prospective student visits to campus, hosts a semi-annual Exploring-a-Call Conference, and answers inquiries from those who are contemplating a theological education. As the prospective students move through the application and admission process, the Admissions personnel strive to facilitate a smooth entrance into Seminary life.

#### Alumni/ae Association 563/589-3351

Alumni are one of the greatest resources upon which an institution can depend. The Alumni Association offers the richest potential for advice, advocacy, student recruitment, and financial support.

Mission: The Mission of the U.D. Alumni Association (UDAA) is to support the University by accomplishing the association's objectives and purposes. Those objectives and purposes are to:

- Promote and uphold a strong spirit of loyalty, support, and collaboration among the alumni, friends, and former students of the University toward the programs and goals of their Alma Mater;
- Foster, build, and sustain a strong spirit of cooperation between the University and its alumni, former students, and friends;
- Stimulate fellowship and a spirit of connectedness among the alumni of the University;
- Energetically encourage promising students to attend the University by developing, establishing, and presenting scholarships, as well as other financial assistance to deserving students; and
- Support the University of Dubuque Annual Fund.

The Office of Alumni Relations (563/589-3351 or [udalumni@dbq.edu](mailto:udalumni@dbq.edu)) oversees the University of Dubuque Alumni Association.

#### Athletic and Recreational Facilities 563/589-3224

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 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). For information on the intramural program, please contact [vpopp@dbq.edu](mailto:vpopp@dbq.edu).

#### 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 - Campus 563/589-3131

The Babka Bookstore is located in Peters Commons and has two locations. The main location is across from the Dining Hall on the first floor and the textbook area is located in the lower level. The first floor area has a huge variety of UD apparel and many other items such as school supplies, stamps, and greeting cards. The lower level is open to sell textbooks to students all year long. Regular hours are 9:00 a.m. to 6:00 p.m., Monday and Thursday, and 8:30 a.m. to 5:00 p.m., Tuesday, Wednesday, and Friday.

### 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 Mondays, Wednesdays, and Fridays at 10:55 a.m. 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.

### Career Services 563/589-3132 or 563/589-3167

The main office of Career Services is located on the second floor of Peters Commons. A satellite office is open throughout the academic year in the Library, Room 105. 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
- Information to join UD's Future Young Professionals (FYP) student organization
- Graduate/professional school consultation
- Student workshops and informational sessions
- Don't Cancel Class presentations on topical areas of Career Services
- Networking and recruitment opportunities
- Mentoring partnership service for career development
- Educational mock interviews for students
- Speaking engagements relevant to career development

For more information visit our offices or visit the following website at [www.dbq.edu/campuslife/vicepresidentofstudentlife/careerservices](http://www.dbq.edu/campuslife/vicepresidentofstudentlife/careerservices).

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.

#### Child Care Center 563/589-7461

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 563/589-7461.

#### Commencement

The graduation ceremonies are held each year in May for all students who have completed their specific degree requirements.

#### Convocation

Opening Convocation is the first opportunity in the academic year for the entire University community to gather. The Latin word "con-vocare" 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 Services 563/589-3132 or 563/589-3253

The University has a variety of short-term personal counseling options available and seeks to provide opportunities for personal growth and 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 Services are trained for a variety of counseling needs. Short-term personal 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. For more information,

visit the second floor of Peters Commons or our website at [www.dbq.edu/campuslife/vicepresidentofstudentlife/lifecounselingservices](http://www.dbq.edu/campuslife/vicepresidentofstudentlife/lifecounselingservices). To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office (563/589-3333) and you will be connected to a counselor upon request in a confidential manner.

#### Employment 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.

#### 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. A Building, Event, and Room Registration Request application is available on-line on the University's intranet at <http://www.dbq.edu/intranet/eventregistration.cfm>. For additional information contact the Director of Scheduling and Events in the University Relations Office in the Myers Center, via e-mail at [reager@dbq.edu](mailto:reager@dbq.edu) or by phone 563/589-3868.

#### 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 Student Financial Planning, located on third floor of the Charles and Romona Myers Center, 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, and students are advised to be alert to campus publications for other deadlines. Financial aid 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, Inc. Listed below are meal plan options, as well as a brief description of each dining location.

### MealPlanOptions:

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.) 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 Heritage Center's Cyber Café, Dining Hall, or the 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.

DiningHall: 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 use of 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. - 12:30 p.m.  
   Dinner 5:00 p.m. - 6:00 p.m.

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

HeritageCenter: The Heritage Center's Cyber Café has dining options seven (7) days a week with a variety of made-to-order items, including breakfast and a late night menu after 9:00 p.m.

SackLunches: 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 tray 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.

SpecialDiets: 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 Myers Teaching and Administrative Center. This credit allows the student to make purchases in the Health Bar, the Dining Hall, the Heritage Center, 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 Students 563/589-3712

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 Online (International Students) for more detailed information at <http://www.dbq.edu/campuslife/vicepresidentofstudentlife/internationalstudents>.

### International Studies Office 563/589-3712

The International Studies Office is located in the Susan Magill Smith Suite in the Heritage Center (2nd level). The International Studies Office offers information and support for international students, as well as students wishing to study abroad.

### Library 563/589-3100

The Charles C. Myers Library connects students to resources that are vital to their intellectual, spiritual, and moral growth, as well as their lifelong learning. The library is also a cultural center with a welcoming learning environment.

**Services:** The library offers open computers that are accessible throughout the day as well as wireless access to the internet. Laptops for use in the library may be checked out at the Circulation Desk. We have a variety of study spaces, including group and individual study rooms and a media room.

Sylvia's Common Ground Coffee Shop, located on the main floor of the Charles C. Myers Library, is a great place to take a break.

Although students will see librarians in classes, librarians are also available to help students individually, in person, by e-mail ([reference@dbq.edu](mailto:reference@dbq.edu)), instant messaging ([udreference](https://www.facebook.com/udreference)), and phone (563/589-3770).

**Collections:** The book collection contains over 188,000 print volumes and thousands of digital books. Students have access to 55,000 digital periodicals, 304 periodicals in paper, and 4,500 films and can search over 90 databases in all academic disciplines. Books circulate for four weeks; films and periodicals circulate for a week.

The library has a leisure collection as well, with films, video games, best-sellers, and fun magazines (Glamour, Men's Health, etc.). Students can also check out a Wii, or a Kindle loaded with best sellers.

The Library's catalog and databases may be searched through the website at [www.dbq.edu/library](http://www.dbq.edu/library).

The Charles C. Myers Library hours are as follows during the regular academic year:

- Monday through Thursday: 7:00 a.m. - midnight
- Friday: 7:00 a.m.-9:00 p.m.
- Saturday: 8:30 a.m.-9:00 p.m.
- Sunday: 10:00 a.m. - midnight
- Break, holiday, and summer hours are posted on the Library's webpage.



### Life Services 563/589-3132 or 563/589-3253

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 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
- Don't Cancel Class presentations on topical areas of Life Services.
- Informational session(s) on recreational risks and prevention among college students
- Online mental health screenings

For more information, visit the website at <http://www.dbq.edu/campuslife/vicepresidentofstudentlife/counselinglifeservices>. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office (563/589-3333) and you will be connected to a counselor upon request in a confidential manner.

### Lost and Found 563/589-3113

Lost and found items are routinely delivered to the Student Life offices on the second floor of Peters Commons. You may also report any items you have lost to Student Life. Students are encouraged to check with Student Life or Security if they have misplaced an item.

### Medical Health Services 563/589-3244

UnityPoint Health-Finley Hospital, Iowa Health System, 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:

1. To schedule a medical appointment for an illness or injury, call the UD Medical Coordinator at 563/589-3244.
2. The Medical Coordinator will complete a Student Medical Referral which you will take to your appointment.
3. 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).
4. 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](mailto:drrunkle@dbq.edu) (email)

After Hours:

UnityPoint Health-Finley Convenient Care (use Emergency Entrance)  
Monday-Friday: 4:00 p.m. - 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 Office of Multicultural Student Engagement is located in the Susan Magill Smith Suite of the Heritage Center (2<sup>nd</sup> level). 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 Office of Multicultural Student Engagement 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.

### Personal Safety on Campus 563/589-3333

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, VCRs, 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.

#### Post Office 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 boxes are key boxes and you will need to pay 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 (Box Number), University of Dubuque, 2000 University Avenue, Dubuque, Iowa 52001-5099.

If you leave the University during the academic year, you are responsible for providing a current forwarding address 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.

#### Recreation and Wellness 563/589-3449

The Recreation & Wellness Department provides diverse programming that enhances the well-being of the University. When participating in the recreation programs, individuals will benefit socially, physically, ethically, and intellectually. Some of the programs include sports, fitness, and other activities.

#### Registrar's Office 563/589-3178

The Registrar's Office is located on third floor of 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 Registrar's Office. This office also certifies enrollment for social security, vocational rehabilitation, and social services. Other responsibilities 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.

#### Romona's Boutique 563/589-7382

Romona's Boutique is located on the main level of the Charles and Romona Myers Center. This upscale gift shop carries University of Dubuque items such as golf apparel, umbrellas, jewelry, crystal glassware, briefcases, pen sets, and other great gift ideas. Gift shop hours vary throughout the year.

### Safety and Security Office 563/589-3333

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 Campus 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; 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.
- Providing crime prevention training programs.
- 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 <http://www.dbq.edu/campuslife/facilitiesandservices/campussafetysecurity/>.

### Student Accounts/Check Cashing 563/589-3212

This office is located on the third floor of the Charles and Romona Myers 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.

Additionally, the staff will cash personal checks up to \$200.00. Students must present a current student ID card when cashing checks. A \$50.00 fine will be issued for returned checks. Two returned checks in a year will result in loss of privilege. The Student Accounts Office is open Monday-Friday from 8:00 a.m.-noon and from 1:00-5:00 p.m.

### 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 Life 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. The Student Life staff are committed to enriching the lives of students and to actively promoting 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, International Student Services, Student Activities, Career Services, Life Services, Campus Mom, Counseling 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-the-classroom educational experiences of students. The Dean has an open-door policy and students are welcome to stop in and visit. Students are encouraged to schedule appointments to see the Dean by contacting his administrative assistant at 563/589-3128. Students are 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! Student Life activities for the Seminary are coordinated primarily through the Office of the Pastor to Seminary Students located in Severance Hall.

### Study Abroad 563/589-3712

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 Online at <http://www.dbq.edu/campuslife/studyabroadopportunities/> for more detailed information.

### 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. Enjoy from the assortment of coffees and tea, smoothies, Italian sodas, and pastries. UD students' artwork is displayed on the walls. Sylvia's is open from 7:30 a.m. until 8:00 p.m. throughout the academic year, with varying hours during holidays and summer months.

### Wellness Checks

Student Life or the Medical Coordinator may ask UD Security to perform wellness checks on occasion. This is to assist with your health and safety.

## ADDITIONAL UNIVERSITY POLICIES AND PROCEDURES

Action Plan: The University's policies will create a "community where diversity is appreciated and Christian love is practiced."

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.

### 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 tri-state 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 [www.dbq.edu/campuslife/vicepresidentofstudentlife/counselinglifeservices](http://www.dbq.edu/campuslife/vicepresidentofstudentlife/counselinglifeservices), contact 563/589-3132 or 563/589-3253, or visit 2nd Floor of Peters Commons.



## 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.

### Goal

The goal of the University of Dubuque (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:

- Contribute to the education of the student-athlete regarding substance abuse by encouraging student-athlete participation in campus-wide substance abuse prevention programs.
- Aid student-athletes in finding medical assistance and counseling for substance abuse related violations.
- Facilitate compliance with NCAA regulations concerning substance abuse.
- Protect the health and safety of all student-athletes.
- 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 UD 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 UD 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 UD 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.

#### Violations

If a student-athlete abuses over-the-counter and/or prescription drugs, or consumes anabolic steroids, alcohol, mind altering, and/or performance enhancing substances illegally, the student-athlete's status on the team will be jeopardized. Illegal consumption includes any action that violates federal, state, city law, or University policy. If the student-athlete receives a citation for drugs, alcohol, or illegal substances and is found guilty, pleads no contest, receives a deferred judgment, or is convicted, sanctions will be imposed. (Citations include, but are not limited to, underage drinking, open containers of alcohol, providing alcohol to minors, illegal possession of drugs, driving or operating a motor vehicle under the influence of drugs and/or alcohol.)

The following sanctions are proposed to ensure consistency and fairness. The primary principle is that any student-athlete with a substance abuse problem needs to receive appropriate treatment and counseling. The sanctions imposed on the student-athlete with regard to participation in athletic competition should be consistent with the goals of the individualized counseling program. This protocol attempts to balance treatment and sanctions, recognizing that the medical fitness of a student-athlete and the safety of other members of the team are of paramount concern.

#### First Violation\*

Following a first violation, the student-athlete will confer with the Director of Athletics and Head Coach to discuss the situation. The student-athlete will also attend mandatory counseling or educational sessions on campus as set by Student Life. Failure to complete the counseling or educational sessions will be construed as a further violation of the policy and may result in dismissal or suspension.

After the first violation, student-athletes will be subject to athletic department random drug testing, as the standard of reasonable suspicion will have 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 UD Substance Abuse Policy and will result in the imposition of appropriate sanctions.

Depending on the severity of the violation, the Director of Athletics may suspend a student-athlete from the team, practice, competition, weight-conditioning, and team travel.

Team rules may be more stringent than this policy. Accordingly, the Head Coach may impose additional sanctions based upon a violation of a team rule.

#### Second Violation\*

A second violation will result in a minimum suspension of 10% of the season. This includes competition and may include practice as determined by the Director of Athletics. If the violation occurs out-of-season, the suspension will begin at the start of the next season of competition.

The student-athlete will attend a second counseling and educational session. Appropriate University health care professionals will determine the length of counseling.

The student-athlete will continue to be subject to the department's drug testing protocol.

There will be a second conference between the student-athlete, the Director of Athletics, the Medical Coordinator, and the Head Coach. Subsequent to the meeting and based upon the severity of the violation, at the sole discretion of the Director of Athletics, the time of the suspension may be increased.

Team rules may be more stringent than this abuse policy. Accordingly, the Head Coach, at his/her discretion, may impose additional sanctions.

#### Third Violation\*

A third violation will result in the immediate removal of the student-athlete from one season of competition and may include dismissal from the team. The student-athlete may seek reinstatement. The student-athlete may submit a formal request detailing the reasons why he or she 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.

#### Conclusion

This Substance Abuse Policy is in effect during the entire academic year. There is no difference between an in-season and an out-of-season violation. Violations of the policy accrue during the entire academic and athletic career of the student-athlete at UD. UD retains the option to test for other substances at the discretion of the Director of Athletics or Team Physician.

UD 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 LOSES HIS/HER ATHLETIC ELIGIBILITY. Before ingesting any dietary substance, the student-athlete should first consult with the Medical Coordinator. Dietary supplements may have a deleterious effect on a student-athlete's health.

\*The University of Dubuque retains the right to amend this policy from time-to-time without notice to student-athletes or coaches.es.

## 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 US 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.)

## 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 Counselor. 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)589-3132 or (563)589-3253 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, or Area Coordinator 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:

- Vice President and Dean of Student Life
- UD Medical Coordinator
- An administrator
- A faculty member
- A seminary student
- A college student
- Advising physician and legal counsel may be consulted, when necessary.

It 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.

## STUDENTS WITH DISABILITIES

### University of Dubuque Policy on Reasonable Accommodation for Qualified Students with Disabilities

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 Service Coordinator (DSC) in the Academic Success Center when requesting accommodation. 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 Academic Success Center.

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.

## 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.

### Registration of Motor Vehicles (Including Motorcycles)

All vehicles belonging to or being used by students enrolled at the University of Dubuque must be registered with the University and have the appropriate parking permit properly displayed in the required place. All persons registering or driving motor vehicles on UD property are responsible for knowing the rules and regulations governing parking and traffic.

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 the Campus Safety and Security Office, located in Smith Hall, Room 112. Office hours for vehicle registration are 8:00 a.m.-5:00 p.m. Monday through Friday. Registrations can also be made by appointment by calling 563/589-3333.

All vehicles parked on campus 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 the Campus 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.

### Parking Fees

**Student Parking Permit:** \$75.00 per year

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

**Replacement Permit:** (without old sticker) \$75.00

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 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.

### Visitor Parking

All visitors to campus must obtain a Visitor's Parking Permit before parking in any University parking area. These are available 24 hours a day from the Campus Safety and Security Office. Students expecting guests must obtain a daily Visitor's Parking Permit in advance for family members or friends who will be parking in University parking areas.

### 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 Student Parking" or "No Resident Student Parking" areas. The fine for parking in these areas is \$20.00. 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.

### Parking Fines

Violating University motor vehicle 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: \$50.00
- No current permit: \$75.00
- Parking on the grass or on a sidewalk: \$25.00
- Parking in a "Faculty/Staff Parking" area: \$20.00
- Parking in a "Visitor" parking area: \$20.00
- Parking in a "No Student Parking" area: \$20.00
- Parking where "Permit Not Valid in Lot": \$20.00
- Improper parking: \$10.00
- Improper display of permit: \$20.00

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 Myers Teaching and Administrative 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 withholding of grades and transcripts.

### Parking Questions and Violation Appeals

Questions concerning parking violations can be addressed with the Campus Safety and Security Office. Appeals on traffic or parking violations must be made in writing (e-mail is acceptable) and sent to the Director of Campus Safety and Security, or you may make an appointment to speak with the Director.

### Townhouse Parking

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

### Vehicle Vandalism

Please report all vehicle vandalism and theft immediately to the Campus Safety and Security Office (563/589-3333) and the Dubuque Police Department (563/589-4414). The best protection against loss from vandalism and theft is to lock your vehicle at all times. The University is not responsible for damages to your vehicle and does not insure privately owned vehicles parked on University property. Please make sure your car is covered under your insurance policy.

### 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.

### 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 only 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.

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).

## 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 of official University events whose publications are produced by the University Relations office. 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 scotch 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 and receive a date stamp prior to posting. Specific bulletin boards have been designated for non-UD related postings.

Approved UD-related postings may be placed 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 boards specified for general UD posting on lower and first levels.
- Residence Halls: 21 copies may be delivered to Office of Residence Life in Peters Commons; staff will hang in the residence halls.
- Van Vliet Hall: bulletin boards at the bottom of the lower level stairwells.

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
- Chlapaty Recreation and Wellness Center: No postings unless approved by Recreation Director
- Myers Library: No postings unless approved by Library Staff
- Stoltz Center: No postings 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

Seminary students see specific information in Seminary Section.

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.

### 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; 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; or 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 University 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 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 University's 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 is 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.

#### 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 in 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 Vice President and Dean of Student Life (University students) or Dean of the Seminary (Seminary students) (hereinafter, “Dean”) using the Claim Form available in the Human Resources office. In addition, the individual who desires to make a claim may request a personal meeting with the appropriate Dean. However, matters submitted in the written claim (to include an amended claim) shall define the parameters of further inquiry and possible remedial action.

#### Response

Upon receipt of a claim of sexual harassment against a faculty/staff member, the Director of Human Resources shall submit the matter to the appropriate Dean (unless the claim is against the Dean in which case it 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 appropriate Dean will initiate the investigation and hearing process, which may result in official University disciplinary action. Seminary students, please consult additional response procedures in Seminary section.

#### Effect of Withdrawal of Claim

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

#### 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.

## 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, and production). For further information, contact the Director of Communication (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.

## TECHNOLOGY

### HelpDesk 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](mailto: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            | 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 XP, Microsoft Office 2010 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 special applications such as Adobe Photoshop and Acrobat Professional. It also 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 XP, Vista, Windows 7 or Windows 8.
- A network interface card (NIC) or wireless NIC card.
- An Ethernet cable long enough to go from your computer to the network port in your room.
- Knowledge of your network username and password.

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

1. The latest Windows service packs and critical updates for your operating system.
2. Symantec/Norton Antivirus, Trend Micro, or Kaspersky virus software.
3. The most recent virus definition files for your virus software.
4. SpyBot Search and Destroy. This is a free download.
5. The 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 in the Technology area of the UD Website (<http://www.dbq.edu/campuslife/facilitiesandservices/officeoftechnology/>), at the UD Help Desk Office (lower level of Van Vliet Hall), 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. This is a wired connection, not wireless. 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 entire University of Dubuque community (students, employees, or both) must first be approved by the Vice President over the requesting Office. Periodic messages may arrive via mass email, or voice mail, from the Office of Technology that relates 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.

## 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 distributed to every student. 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. 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 and send a copy of the letter 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 innocent of the allegation after the withdrawal deadline has passed, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision.

### Processes and Consequences of Academic Dishonesty

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

**First Offense:** The student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding 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



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

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 convicted of a third instance of academic dishonesty, he or she will be dropped from the graduate program.

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.

### 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. 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 member, or staff member.

#### 3. 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.

#### 4. 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.

#### 5. 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.

#### 6. Sexual Misconduct

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

### 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

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, and any paraphernalia related to the illegal use, possession, creation, or distribution of such drugs; any other evidence that strongly leads a reasonable person to believe that such drugs are being used will be considered a violation of University policy.

#### 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 or at functions sponsored by or participated in by the University or any incident occurring 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 and/or other similar devices are prohibited on campus.

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. Illegal 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 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 containers, 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.

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 students, faculty, staff, or guests 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, if located on University of Dubuque property.

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

- Firearms of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to pellet, flare, tranquilizer, 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 Campus Security at 563/589-3333.

# 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 and Terms

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 Board: The SCB is a voluntary group of students selected to hear and assist in the resolution of violations to the University of Dubuque Values and Behavioral Standards. The SCB will focus on student conduct issues: hearing cases and recommending outcomes with the ultimate goal of determining the most constructive and positive response to student misconduct.

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 not be allowed to participate or observe 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 Dean to the Director of Residence Life. Whether the discipline case is processed by the 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

### Introduction

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 six years after the student graduates. All disciplinary records are kept throughout the student’s relationship with the University.

## 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

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

- The student shall be notified by an appropriate University official that he or she is accused of violating a policy/regulation.
- The Vice President and Dean of Student Life, 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. Only those requested to be in attendance by the hearing officer may be present.
- 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 immediately imposed. 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 held in suspense 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 conduct bodies.

### 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 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. Based on the nature of the violation and/or whether or not this is a repeat offense, the Student Conduct Board will act upon the case.

### 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 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 may 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 may be appealed by the accused student or complainants to the Director of Residence Life within three (3) class days of the decision. Such appeals must be typewritten and delivered to the Director of Residence Life.

Decisions reached by the Director of Residence Life, his/her Student Life designee, or the Student Conduct Board 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 (not to be confused with the Student Conduct Board) 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 four (4) faculty or staff members, and four (4) students appointed by the President of the University, or designee.

### Decisions

After hearing an appeal, the Student Conduct Appeal Board 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 Appeal Board 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 Appeals within three (3) class days of the decision. Such appeals shall be typewritten and delivered to the Vice President and Dean of Student Life for referral to the Student Conduct Board of Appeals.

The right of appeal does not entitle a student or organization to a full rehearing of the entire case. Rather, the Appeal Board 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 Appeal Board shall not hear an appeal unless the accused presents the Board with a written request for an appeal which touches on one or more of the two (2) above issues.

The Appeal Board 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 Appeal Board, the appeal lacks merit, the Appeal Board has the power to refuse to accept it. If the Appeal Board does accept the appeal, it shall review the reports and documentation from the original hearing.

The decision of the Appeal Board 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

**ActionPlan:** 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.

**Lossofprivilege:** 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.

**Lossofrepresentation:** 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.

**ResponsibilityAgreement:** 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.

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

DisciplinaryProbation/FinalDisciplinaryProbation: 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.

SuspensionfromtheUniversity: 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.

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

ClearandPresentDanger: 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, 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 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 phone.

# UNIVERSITY OF DUBUQUE THEOLOGICAL SEMINARY SPECIFIC POLICIES

### Abbreviations

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/Chlapaty Wings)

GPA - Grade Point Average

HT - History/Theology Division

I - Incomplete

M.A.M.C. - Master of Arts in Missional Christianity

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

# ACADEMIC LIFE

## Academic Policies and Procedures

### Advising and Registration/Faculty Advisors

Upon admission to the M.Div. or M.A.M.C. degree program, each student is assigned a faculty advisor by the Associate Dean. 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 Associate Dean 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 pastor-teachers. 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.

New students register for 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), receive a passing grade. Community worship is at the heart of Christian community and the church. We urge regular attendance at chapel and other occasions of worship.

## 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

Residential students are not ordinarily permitted to register for more than 14 credit hours per semester and 4 credits per J-term. Students employed for 20 or more hours per week may not register for more than 13 credits per semester. Distance students ordinarily carry a load of 4 credits per intensive and 6 credits per semester.

## 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 his/her 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 Missional Christianity and the Master of Divinity 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 Admissions Office.

## 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 subject to 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 Associate Dean. The decision of the President 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:

PermanentFile - 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.

SupervisedPracticeofMinistryFile - 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.

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

StudentFiles - 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 box number
- UDTS classification
- 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.

### Alumni/ae Association

The Alumni Board (see Student Services section) has standing committees to carry out the purpose of the association. The Seminary Alumni Committee is one of six standing committees. This committee deals with matters including projects, events, fundraising programs, and awards especially related to the Seminary alumni/ae. The Director of Alumni Relations staffs and provides administrative support for the Seminary Alumni Committee.

### Bulletin Boards

(See also Campus 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 outside the elevator on the first and third floors of Severance Hall, as well as in the second floor hallway. Messages for students are posted outside the Faculty Secretary's office on second floor. Please check this board regularly.

### 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, etc. 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](mailto:goodnews@dbq.edu) by Wednesday afternoon of each week, and copy to [BMcCaw@dbq.edu](mailto: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 counseling. 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, 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 Dining Hall, the Advising Center, vending machines, student mailboxes, Babka Bookstore, and the Student Life offices.

### Severance Hall

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

The first floor of Severance Hall houses the Seminary Dean's Suite, as well as the Severance Lounge and kitchen, two classrooms used for seminary classes, and the Admissions Office. The second floor has faculty and staff offices and two additional classrooms. Other faculty offices are located on the third floor.

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.

## OTHER INFORMATION

### Auto Service

When the need for such service arises, check with other students, staff, or faculty. Many have had experience with businesses near the Seminary.

## Banking

A convenient banking option is the Dubuque Bank and Trust which welcomes students and is located at the five-way intersection two blocks from campus. There are many other banking institutions and credit unions in the Dubuque area.

## 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.

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:** Every Wednesday during the fall and spring semesters at Westminster Table, the Presbyterian students and faculty gather at Westminster Presbyterian Church for a shared meal and a discussion of issues related specifically to Presbyterian students.

A Handbook for Presbyterian students has been prepared by the Office of Pastor to Students. A detailed outline spells out the process towards ordination. 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 two times each year, in August and January, except for the Bible Content Exam which is offered once a year in February. Students must have permission from their CPMs in order to take the ordination exams. Any questions about the exams should be addressed to the Office of Field Education.

**United Methodist:** Every Wednesday during the fall and spring semesters at Wesley Table, the United Methodist students and faculty gather in the Babka Room 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: Every Wednesday during the fall and spring semesters at the GOOD (Gathering of Other Denominations) Table, students of many denominations gather in Severance Lounge to share in a meal and discussion from Noon-1:30 p.m. 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.

### Emergency Fund

The fund is available through the Pastor to Students to request monies to meet emergency needs of students.

### Food Pantry

The UDTs Food Pantry is available for use by Seminary students as a source of food assistance. It is a function of the Food and Housing Committee of the Seminary Student Council. Details regarding policies and use of the Food Pantry are available from the Food Pantry Coordinator or the Food and Housing Committee. 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, and other issues that 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. Outside areas are not to be used as storage space. Barbecue grilling may be done outside on designated lawn and driveway areas. Bicycles should be stored in garages. Driving on the lawn is prohibited. Maintenance takes care of lawn care and snow removal.

### Check-In Procedures

The Director of Residence Life must be contacted at least seven (7) days in advance to arrange check-in time. Prior to check-in, the 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 Director of Residence Life to check-out of their unit. The Director of Residence Life will complete the check-out portion of the form filled out at time of check-in. Keys will also be collected by the 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 playing outside should be under the immediate supervision of an adult or responsible older child. 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 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 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.

## Contract Renewal

Students desiring to renew their contract for an additional year must sign a new contract by May 31 of each year. Residents who fail to sign a new contract must vacate their housing unit by May 31 so a new resident can be assigned. There will be a \$100 fine for non-compliance.

## Contracts and Rent

The Office of Residence Life will issue contracts for townhouses, houses, and apartments. The Director of Residence Life has been designated by the University to sign all contracts for University housing. The term of the contract is from the week of the month you move in until the next May 31. Rent is paid at the Student Accounts Office, third floor of the Myers Teaching and Administrative Center, and is due the first of each month. A year-long rental agreement is available through the Office of Residence Life.

Residents cannot sublet housing space or make special arrangements for accommodation of fellow students on their own.

## Damage to the Property

The cost of any damage to the University housing will be deducted from the resident's housing deposit. Residents will be liable for additional cost of damage that may exceed the housing deposit and for damage to other University property caused by pets or children. The Office of Finance and Auxiliary Services has responsibility for determining the cost of damage to University property.

## Deposits

A \$100 enrollment deposit is required of every student (an additional deposit is required of distance students). An additional \$100 advance housing deposit is required along with a completed Housing Application for any student who requests on campus housing. This will be applied to the security deposit. A security deposit equal to one month's rent will be charged for townhouses or any other campus housing facility and must accompany a signed Residence Unit Contract prior to check-in. Students authorized to have a pet in their unit agree to pay an additional month's rent as a deposit on the pet unit: \$200 of the pet deposit will be retained automatically for additional cleaning after check-out.

Security deposit, minus cost of damage repair and/or additional cleaning fees, will be refunded within 60 days of check-out date. The Director of Residence Life will verify if proper check-out procedures have been followed. The deposit will not be refunded if the student vacates the premises before the end of the contract, unless the student withdraws from the program.

## Fire Equipment and Procedures

Fire extinguishers are located in the townhouse kitchen area. Apartments are equipped with smoke detectors and carbon monoxide detectors. Residents are not to tamper with the fire equipment nor are they to use such equipment in any situation other than a genuine emergency. Residents are strongly urged to familiarize themselves and their family members with exit routes from their house/apartment building for use in the event of fire. In the event of a fire that cannot be immediately contained with fire extinguishers everyone should exit immediately by the quickest possible route. Immediately call the Dubuque Fire Department at 9-911, and then call campus security at 563/589-3333.

## Furnishings

Townhouses for commuter students 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 are not furnished. However, townhouses are equipped with a refrigerator, electric oven and stove, dishwasher, window coverings, electric garage door opener and washer/dryer hook-ups.

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

## Housing for Distance Students

Students in the Seminary Distance Degree Programs (M.Div. and M.A.M.C.) 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 and enhances learning. Toward these ends, students are housed as cohorts in hotels off-campus or in University housing. Students are assigned to private rooms. Meals are offered on campus. Students participating in their first residency period are required to purchase a lunch and dinner meal plan. Returning students have the option of purchasing a lunch only or lunch and dinner meal plan. Complimentary transportation is provided to and from the Dubuque Regional Airport. A complimentary daily shuttle service is also provided between the housing facility and the UDTs campus. Staff from the Office of Residence Life coordinate the housing, meal plan, and transportation for students while they are in Dubuque.

## Keys

The Director of Residence Life will provide keys at check-in. Housing deposits will not be refunded until all keys have been returned. 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

Seminary Townhouses - Electric washer and dryer hookups are available in townhouses. Washers and dryers are generally not furnished. However, a few may be loaned to international students. The University is not responsible for maintaining these appliances.

## Liaison to Residential Life

The Pastor to Students of the Seminary is available to serve as a liaison with the Director of Residence Life if any particular difficulties arise.

## Telephones

Residents renting unfurnished townhouse units or houses are responsible for establishing their own telephone service. Jacks are furnished in units. The University furnishes basic service in furnished units. Actual 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 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.
- Advise, in person and in writing, 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 judiciaries.
- 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 judiciaries. Referral of any matter to legal authorities, to judiciary 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 University Relations 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 Support 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 Director of Residence Life and Dean of the Seminary. Their decision is final.

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

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

### Faculty/Staff Council (FSC)

The 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 following areas:

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

### **Committees of the Faculty/Staff Council include:**

Appointment and Promotion Committee, Institutional Advancement Committee, Program Development Committee, the Academic and Student Affairs Committee, the Worship and Spiritual Life Committee, and the Admissions Committee.

The FSC is responsible for its own internal organization according to the Faculty/Staff Handbook. However, in order to insure that students are appropriately represented, the President of the Student Government will meet regularly with the FSC.

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           |

### Student Council (SC)

The SC shall consist of nine student members, a student secretary, a student treasurer, a student vice-moderator, and a student moderator elected by the Student Association. The SC is responsible for implementing program in community life, such as:

|                           |                           |
|---------------------------|---------------------------|
| Community Recreation      | The "Good News"           |
| Town Meetings             | Social Activities         |
| Senior Recognition Dinner | Social Witness Ministries |
| Food Pantry               |                           |

### Governance

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

### Worship and Spiritual Life Committee (WSLC)

The WSLC, a committee of the Faculty/Staff Council, has the responsibility to provide a variety of opportunities for worship and spiritual nurture. The committee is chaired by the Pastor to Students. The WSLC will seek to develop a wholesome and holistic approach to the Christian formation of students preparing for ministry and their families. The committee will seek to promote holiness within the entire Seminary community. In its endeavor to be faithful to these tasks, the WSLC helps to coordinate the worship life of the community and the four pastoral functions of guiding, healing, reconciling, and sustaining as these functions relate to community and individual growth in Christian spirituality.

The broad areas which the WSLC coordinates include:

- Worship
- Spiritual retreats
- Spiritual direction and Christian community

## 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. Corporate worship is held Tuesday through Thursday at 9:40 a.m. during 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. On Wednesday the sacrament of the Lord's Supper is celebrated.

Students, faculty, and guests are invited to participate in leading worship for the community. Rev. Beth McCaw, Pastor to Students, schedules worship leaders. Guest preachers are invited and scheduled only 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 on Tuesdays and Thursday is thirty minutes long. Chapel on Wednesdays is forty-five minutes long. During August and January intensives daily 30-minute services are offered. All students are encouraged to share their gifts with the entire Seminary community and before God, by 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.

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

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

**Mike & Betty's Ice Cream Shop, Ext. 3393**  
Monday-Friday 10:00 a.m. – 4:00 p.m.  
Sunday Noon-10:00 p.m.

**Babka Bookstore, Ext. 3131**  
Monday 9:00 a.m. – 6:30 p.m.  
Tuesday 8:30 a.m. – 5:00 p.m.  
Wednesday 8:30 a.m. – 5:00 p.m.  
Thursday 9:00 a.m. – 6:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.

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

**Registrar's Office, Ext. 3748**  
Monday-Friday 8:00 a.m. – 12:00 p.m.  
1:00 p.m. – 5:00 p.m.

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

**Romona's Boutique, Ext. 7382**  
Monday-Friday 10:00 a.m. – 4:00 p.m.  
Saturday (Preview Days only) 9:00 a.m.-1:00 p.m.

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

**Security, Ext. 3333**  
Monday-Friday 7:00 a.m. – 5:00 p.m.

**Charles C. Myers Library, Ext. 3100**  
Monday-Thursday 7:00 a.m. – midnight  
Friday 7:00 a.m. – 6:00 p.m.  
Saturday 10:00 a.m. – 6:00 p.m.  
Sunday Noon – midnight

Always available via phone at 563/589-3333

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

**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.

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

**Student Life Offices, Ext. 3113**  
Monday-Friday 8:00 a.m. – 5:00 p.m.

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

**Peters Commons 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

|        |                         |
|--------|-------------------------|
| Dinner | 5:00 p.m. – 6:00 p.m.   |
| Brunch | 11:30 a.m. – 12:30 p.m. |

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

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

**Stoltz-McCormick Sports Center, Ext. 3227**

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

Note: Individuals must have a current University of Dubuque ID to use the 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.]

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

|                 |                       |
|-----------------|-----------------------|
| Monday-Thursday | 7:30 a.m. – 9:00 p.m. |
| Friday          | 7:30 a.m. – 5:00 p.m. |
| Saturday        | 8:30 a.m. – 2:00 p.m. |
| Sunday          | Closed                |

# QUICK NUMBERS

[All phone numbers on campus begin with 563/589-xxxx unless otherwise noted]

| <u>What</u>                                     | <u>Department</u>                         | <u>Where</u>       | <u>Ext</u> |
|---|---|--------------------|------------|
| Absence   | Student Life - College                    | Peters Commons     | 3128       |
|   | Dean's Office - Seminary                  | Severance Hall     | 3122       |
| Academic Affairs                                | Academic Affairs - College                | Van Vliet Hall     | 3206       |
|   | Academic Affairs - Seminary               | Severance Hall     | 3122       |
| Academic Success Center                         | Academic Success Center                   | Library            | 3262       |
| Activities                                      | Student Activities - College              | Heritage Center    | 3583       |
|   | University Program Council<br>- College   | Heritage Center    | 3130       |
| Admission Office                                | Admission - College                       | Myers T&AC         | 3200       |
|   | Admission - Seminary                      | Severance Hall     | 3112       |
| Address Change                                  | Registrar                                 | Myers T&AC         | 3178       |
| Advancement                                     | Advancement - College                     | Van Vliet Hall     | 3158       |
|   | Advancement - Seminary                    | Van Vliet Hall     | 3621       |
| Advising  | Student Advising                          | Peters Commons     | 3106       |
|   | Registrar                                 | Myers T&AC         | 3748       |
|   | Admissions - Seminary                     | Van Vliet Hall     | 3112       |
| Alumni  | Alumni Relations - College                | Van Vliet Hall     | 3158       |
|   | Alumni - Seminary                         | Severance Hall     | 3621       |
| Athletics                                       | Athletic Office                           | Stoltz Center      | 3599       |
|   | Athletic Field Scheduling                 | Stoltz Center      | 3244       |
|   | Athletic Trainer                          | Stoltz Center      | 3244       |
| Audio-Visual Equipment/<br>Presentation Support | Technology                                | Van Vliet Hall     | 3737       |
| Aviation Dept                                   | Aviation                                  | Severance Hall     | 3811       |
| Behavioral Discipline                           | Student Life - College                    | Peters Commons     | 3270       |
| Billing Questions                               | Student Accounts                          | Myers T&AC         | 3212       |
| Bookstore                                       | Babka Bookstore - UD                      | Peters Commons     | 3131       |
|   | Wartburg Seminary Bookstore               | Wartburg Seminary  | 589-0205   |
| Business Dept                                   | Business Department                       | Myers T&AC         | 3309       |
| Business Office                                 | Business Office                           | Smith Hall         | 3575       |
| Call Process                                    | Field Education & Placement<br>- Seminary | Severance Hall     | 3115       |
| Campus Ministry                                 | Campus Chaplain - College                 | Blades Hall        | 3582       |
|   | Pastor to Students - Seminary             | Severance Hall     | 3390       |
| Career Planning                                 | Career Services                           | Peters Commons     | 3132       |
|   | Field Education & Placement<br>- Seminary | Severance Hall     | 3115       |
| Chapel  | Campus Chaplain - College                 | Blades Hall        | 3582       |
|   | Pastor to Students - Seminary             | Severance Hall     | 3390       |
|   | Asst to the Pastor to Students            | Severance Hall     | 3691       |
| Checks Cashed                                   | Student Accounts                          | Myers T&AC         | 3208       |
| Choir   | College Choir                             | Dunlap Tech Center | 3564       |
| Clinical Pastoral Education                     | Field Education & Placement<br>- Seminary | Severance Hall     | 3115       |
| Coffee House                                    | Sylvia's Common Ground                    | Library            | 3274       |
| Community Service                               | Career & Life Services - College          | Peters Commons     | 3132       |
|   | Student Learning - College                | Peters Commons     | 3127       |
| Computer Graphics &<br>Interactive Media        | CGIM - College                            | Dunlap Tech Center | 3717       |
| Computer Information System                     | CIS - College                             | Dunlap Tech Center | 3580       |
| Computer Issues                                 | Technology                                | Van Vliet Hall     | 3737       |

| <u>What</u>                       | <u>Department</u>             | <u>Where</u>           | <u>Ext</u> |
|-----------------------------------|-------------------------------|------------------------|------------|
| Continuing Education              | External Programs - Seminary  | Severance Hall         | 3691       |
| Convenience Store                 | Convenience Store             | Heritage Center        | 3393       |
| Counseling                        | Career & Life Services        | Peters Commons         | 3113       |
|                                   | Campus Mom - College          | Peters Commons         | 3455       |
|                                   | Campus Chaplain - College     | Blades Hall            | 3582       |
|                                   | Pastor to Students - Seminary | Severance Hall         | 3390       |
| Course Scheduling                 | Registrar - College           | Myers T&AC             | 3178       |
|                                   | Dean's Office - Seminary      | Severance Hall         | 3122       |
| Cyber Café                        | AmeriServe                    | Heritage Center        | ????       |
| Disabilities                      | Academic Success Center       | Library                | 3757       |
|                                   | Student Life                  | Peters Commons         | 3270       |
| Distance Learning                 | Seminary                      | Severance Hall         | 3630       |
| Education Dept                    | Education - College           | Smith Hall             | 3232       |
| Email                             | Technology                    | Van Vliet Hall         | 3737       |
| Emergencies                       | Campus Safety & Security      | Smith Hall             | 3333       |
|                                   | Student Life                  | Peters Commons         | 3270       |
| English Dept                      | English - College             | Van Vliet Hall         | 3185       |
| Environmental Science Dept        | Environmental Science         | University Science Ctr | 3152       |
| Exchange Programs                 | College                       | Heritage Center        | 3712       |
|                                   | Seminary                      | Severance Hall         | 3560       |
| Field Education & Placement       | Seminary                      | Severance Hall         | 3115       |
| Financial Aid                     | Student Financial Planning    | Myers T&AC             | 3396       |
| Food Service                      | AmeriServe                    | Peters Commons         | 3137       |
| Gift Shop                         | Bookstore                     | Peters Commons         | 3131       |
| Good News                         | Seminary                      | Severance Hall         | 584-0725   |
| Graduate Program                  |                               | Myers T&AC             | 3300       |
| Graduation                        | Registrar                     | Myers T&AC             | 3178       |
| Greek Life                        | Student Life - College        | Heritage Center        | 3583       |
| Health Concerns                   | Medical Coordinator           | Stoltz Center          | 3244       |
| Health Insurance                  | Medical Coordinator           | Stoltz Center          | 3244       |
| History Dept                      | History - College             | Van Vliet Hall         | 3181       |
| Housekeeping                      | Physical Plant                | Maintenance            | 3136       |
| Housing                           | Residence Life                | Peters Commons         | 3438/3163  |
| Ice Cream Parlor                  | Ice Cream Parlor              | Heritage Center        | 3393       |
| ID Access Cards                   | Security                      | Smith Hall             | 3333       |
| Institutional Research & Planning |                               | Myers T&AC             | 3775       |
| International Studies             | College                       | Heritage Center        | 3712       |
|                                   | Seminary                      | Severance Hall         | 3390       |
| Internships                       | Career & Life Services        | Peters Commons         | 3132       |
| Intramurals                       | Recreation/Wellness           | Chlapaty Rec Center    | 3449       |
| Leadership Development            | Student Activities            | Heritage Center        | 3583       |
| Library Services                  | Circulation Desk              | Library                | 3100       |
|                                   | Librarian                     | Library                | 3689       |
| Lost and Found                    | Student Life                  | Peters Commons         | 3113       |
| Mailboxes                         | Post Office                   | Heritage Center        | 3141       |
| Maintenance                       | Physical Plant                | Maintenance Office     | 3136       |
| Master of Arts – Communication    |                               | Van Vliet Hall         | 3246       |
| Master of Business Administration |                               | Myers T&AC             | 3300       |
| Mathematics Dept                  | Mathematics                   | University Science Ctr | 3276       |
| Multicultural Questions           | Multicultural Engagement      | Heritage Center        | 3129       |
| Music Program                     | Music                         | Dunlap Tech Center     | 3564       |
| Newspaper                         | The Belltower                 | Library                | 3742       |
| Native American Program           | Seminary                      | Severance Hall         | 3117       |
| Nursing Dept                      | Nursing Services              | University Science Ctr | 3500       |
| Off-Campus Jobs                   | Career Services               | Peters Commons         | 3132       |
| On-Campus Jobs                    | Financial Aid                 | Myers T&AC             | 3169       |
| Organizations                     | Student Activities            | Heritage Center        | 3583       |

| <u>What</u>               | <u>Department</u>             | <u>Where</u>           | <u>Ext</u> |
|---------------------------|-------------------------------|------------------------|------------|
| 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                | Philosophy                    | Severance Hall         | 3669       |
| Post Office               | Post Office                   | Heritage Center        | 3141       |
| Presbyterian              |                               |                        |            |
| Ordination Exams          | President's Office            | Seminary               |            |
| President's Office        | Severance Hall                | Myers T&AC             | 3418       |
| Print Room                | Print Room                    | Heritage Center        | 3141       |
| Psychology                | Psychology                    | Van Vliet Hall         | 3239       |
| Pulpit Supply             | Seminary                      | Severance Hall         | 3105       |
| Registration              | Registrar                     | Myers T&AC             | 3178       |
| Religious Studies         | College                       | Severance Hall         | 3669       |
| Residence Halls           | Main Desk                     | Aitchison Hall         | 3269       |
|                           |                               | Cassat Hall            | 3355       |
|                           |                               | Donnell Hall           | 3503       |
|                           |                               | Park Village           | 3792       |
| Residence Life            | Residence Life                | Peters Commons         | 3438/3163  |
| Romona's Boutique         |                               | Myers T&AC             | 7382       |
| Room Reservations         | Special Events & Scheduling   | Myers T&AC             | 3868       |
| ROTC                      |                               | Mercer Birmingham      | 3804       |
| Scholarship/Grant Info    | Financial Aid                 | Myers T&AC             | 3169       |
| Science Dept              | Science Department            | University Science Ctr | 3152       |
| Security                  | Campus Safety & Security      | Smith Hall             | 3333       |
| Seminary                  | Seminary                      | Severance Hall         | 3122       |
| Sociology Dept            | Sociology                     | Severance Hall         | 3307       |
| Student Accounts          | Student Accounts              | Myers T&AC             | 3208       |
| Student Government Assoc. | College                       | Heritage Center        | 3388       |
| Student Life              | College                       | Peter Commons          | 3113       |
|                           | Seminary                      | Severance Hall         | 3390       |
| Study Abroad              | International Studies         | Heritage Center        | 3712       |
| Switchboard Operator      |                               | Myers T&AC             | 0          |
| Technology                | Technology                    | Van Vliet Hall         | 3737       |
| Transcripts               | Registrar                     | Myers T&AC             | 3178       |
| Tuition and Fees          | Registrar                     | Myers T&AC             | 3178       |
| Tutoring                  | Academic Success Center       | Library                | 3262       |
| University Relations      | University Relations          | Myers T&AC             | 3164       |
| Withdrawal from School    | Student Life - College        | Peters Commons         | 3113       |
|                           | Associate Dean - Seminary     |                        | 3691       |
| Work-Study                | Student Financial Planning    | Myers T&AC             | 3169       |