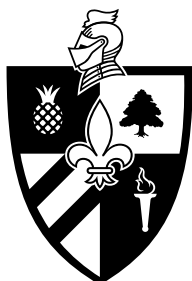


BELLARMINE UNIVERSITY

IN VERITATIS AMORE

Student Handbook

2016 - 2017 ACADEMIC YEAR



Student Handbook

2016 - 2017 ACADEMIC YEAR

Founded in 1950

Admitted students and guests of Bellarmine University are bound to abide by the policies and procedures found in the Student Handbook. It is your responsibility to annually view the contents of the handbook. You may receive a hardcopy of the handbook in the Dean of Students' Office (Centro, Treece Hall, CNTH 225-K) or view the handbook online at www.bellarmino.edu/studentaffairs/handbook/studenthandbook_16_17.pdf. Free computer access is available 24 hours a day every day of the year in the 24 hour study room on the main level in the W. L. Lyons Brown Library.

Non-Discrimination Policy

Bellarmino University admits qualified students of any age, gender, gender identity, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, gender identity, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University will not tolerate any form of sexual misconduct, which includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, rape or retaliation arising out of any of the above acts, as more fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy in this Handbook.

Name _____

Local Address _____

Local Phone _____

Information in this handbook is accurate as of the date of publication. For the latest up to date information on student policies, please check the Bellarmine University Student Affairs website at www.bellarmino.edu/studentaffairs

Dear Bellarmine University Student,

Welcome to the 2016-17 academic year at Bellarmine University!

Bellarmino offers more than 50 undergraduate majors, as well as graduate degree programs in Analytics, Communication, Education, Nursing, and Physical Therapy; an Executive MBA and a Master of Taxation; a Master of Health Science and a dual MSN/MBA master's degree; a Doctor of Physical Therapy; a Doctor of Nursing Practice; a Ph.D. in Education & Social Change; and a Ph.D. in Higher Education.

That list will continue to grow as we thoughtfully and strategically add new schools and academic programs in areas of increasing importance to the future success of our students and our community.

We also continue to improve our campus facilities to ensure that Bellarmine is a welcoming place to live and to learn. In December 2015, we opened the first floor of our transformational new campus center, Bellarmine Centro. The second and third floors will open soon as we complete necessary fundraising and construction.

Ultimately, Centro will encompass a three-story, 47,300-square-foot addition to a completely renovated Horrigan Hall. It will serve as the physical home for the Rubel School of Business and the new Institute for Advanced Analytics and house a new welcome and admissions center and a new Career Center.

Centro will be a true campus center and an excellent environment for 21st century learning. As always, that learning will occur on a very personal level. With an average student/faculty ratio of 12 to 1, your professors will know you by name and engage you in authentic conversations that will inspire you to think critically, to solve problems creatively, and to communicate those solutions eloquently.

You will explore issues of social, ethical, and moral complexity and have myriad opportunities to broaden your horizons by studying abroad and by participating in service projects. Our hope is that your time at Bellarmine will be a time of discovery and enlightenment—about your coursework, about the world, and about your place in it.

I encourage you to make the most of all the opportunities available to you at Bellarmine University. And I offer my sincere best wishes for your success, both inside and outside the classroom.

Sincerely,



Dr. Doris A. Tegart, Interim President

Dear Bellarmine Student,

Welcome to Bellarmine University. Your next four years will likely be among the most exciting years of your life. You will have many opportunities to learn, develop your potential and become the student and person you aspire to be.

Your teachers, advisors, coaches and mentors are here to help you succeed. Bellarmine's exceptional faculty and staff members will challenge and support you in the classroom and in your experiences out of the classroom. Take time to reflect on the types of experiences you want to have at Bellarmine and what you hope to achieve and then take charge in planning your success.

Get to know your academic advisor and your professors. Use your conversations with them to help you discover and refine your interests and passions in your academic pursuits. Choose your major with confidence and with a sense of purpose and direction. Visit our Career Development Center to help you explore career opportunities, internship experiences, work-related skills and competencies to give you an advantage in your career exploration or graduate pursuits.

Learn about the many resources and opportunities available to you as a Bellarmine student. This knowledge can help you navigate your academic and personal journey through college. Get to know Thomas Merton and his influence at Bellarmine and in the world to better understand the world we live in and your role as a world citizen and leader. Be an active member of a student organization. Participate in service, study hard, but most importantly learn and have fun.

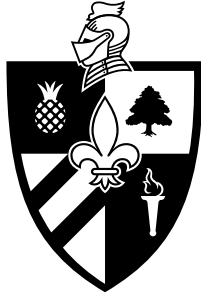
Your years at Bellarmine will give you a chance to examine and explore the world around you; develop a passion for your career and potential as an active and engaged member of the community you choose to live in after graduation. Bellarmine graduates are already making the world a better place, so get ready to join over 22,000 talented alumni leaders changing the world.

We all want you to succeed and fall in love with your own unique Bellarmine experience.

Go Knights!

A handwritten signature in black ink that reads "Helen Grace Ryan". The signature is written in a cursive, flowing style with a large initial 'H' and 'R'.

Helen Grace Ryan, Ph.D., Vice President for Student Affairs



Student Handbook

TABLE OF CONTENTS

BELLARMINE UNIVERSITY	9
Bellarmino University's Mission Statement	9
Alma Mater	9
Fight Song	9
Traditions	9
History	10
CAMPUS POLICIES & SERVICES	11
Address & Name Changes.....	11
Athletics.....	12
Bellarmino Ambassadors	12
Bookstore	12
Building Reservations.....	12
Campus Ministry & Spiritual Programs.....	12
Care Team	13
Career Development.....	13
Internships & Experiential Learning	14
Commuter Services	14
Counseling Services.....	14
Disability Services.....	14
Evacuation of Persons with Disabilities	15
Accessible Parking.....	15
Disability Service Grievance Policy.....	16
Pets, Service Animals and Assistance Animals	16
Emergency Messages.....	17

Emergency Notification Service	17
Family Programs	17
Financial Aid	18
Tuition Payment	18
Adjustments & Refunds of Tuition.....	19
Military Service Withdrawal	21
Food Service & Meal Plans	21
Catering Policy.....	22
Health Services & Medical Emergencies	23
Imminent Danger/Unreasonable Risk.....	23
International Student Services	23
Intramural Sports	23
Library	24
Lost & Found.....	25
Orientation	25
The Office of Identity and Inclusion	25
Residence Life.....	25
Office of Public Safety	26
Bellarmine Emergency Response Team	26
Security in the Residence Halls	27
The Student's Responsibility	27
Sport, Recreation & Fitness Center (SuRF)	28
Student Activities & Organizations.....	28
Service and Civic Engagement.....	28
Student Success Center.....	28
Technology Services	29
Computer Lab/Public Computer Locations	29
Technology Support Center (TSC).....	30
Voter Registration.....	30

NON-ACADEMIC POLICIES 30

Student Non-Academic Grievance Policy	31
Community Standards & Obligations.....	33
Code of Conduct	34
Student Conduct Procedures (Non-Academic).....	34
Conduct Sanctions.....	36
Medical Amnesty Policy.....	37
Involuntary Withdrawal Policy.....	38

Mandatory Health Assessment	38
Sexual Discrimination & Misconduct Policy.....	39
Protest & Demonstration Guidelines.....	44
Policy on Alcohol.....	45
University Regulations Governing the Use of Alcohol.....	46
Alcohol Policy Violations & Sanctions	47
Student Organizations & Alcohol.....	47
Illegal Drug Use Policy.....	49
Hazing Policy–Student Organizations	50
HIV/AIDS Policy.....	50
Student Health Insurance	51
Outdoor Activities on Campus	51
Parking & Traffic Regulations	51
Shuttle Service	51
Fines & Appeals	54
Posting Policy	54
Raffles & Charitable Gaming Activities	55
Tobacco Use Policy	55
Solicitation.....	55
Technology Policy.....	55
Illegal File Sharing.....	56
Transportation Policy.....	57

RESIDENCE HALL LIVING GUIDE 58

**CAMPUS SECURITY ACT
& CRIME STATISTICS 2013-2015 77**

BELLARMINE UNIVERSITY MISSION STATEMENT

Bellarmino University is an independent Catholic university serving the region, nation and world by educating talented, diverse students of many faiths, ages, nations, and cultures, and with respect for each individual's intrinsic value and dignity. We educate our students through undergraduate and graduate programs in the liberal arts and professional studies, within which students develop the intellectual, moral, ethical and professional competencies for successful living, work, leadership and service to others. We achieve these goals in an educational environment committed to excellence, academic freedom, and authentic conversations not dominated by particular political or other narrow perspectives. Here we seek to foster thoughtful, informed consideration of serious ideas, values, and issues – time-honored and contemporary – across a broad range of compelling concerns that are regional, national and international. By these means, Bellarmine University seeks to benefit the public interest, to help create the future, and to improve the human condition. Thus we strive to be worthy of our foundational motto: *In Veritatis Amore*, In the Love of Truth.

BU Alma Mater

Words by Joseph J. McGowan; Music: Southern Folk Song

In the City of the Falls, high upon a hill
Stands Alma Mater Bellarmine the pride of Louisville
Her scarlet, silver colors true, shine brightly in the sun
And warm our hearts and memories, your daughters and your sons
The hopes and dreams and values born in our Kentucky home
Will stir our hearts and minds and lives wherever we may roam
And as we grow, dear Bellarmine, in the love of truth
Alma Mater Bellarmine, so grows our love for you

BU Fight Song

Words by Frank Knoop

On Knights of Bellarmine
Let the halls ring out with voices clear.
Let the scarlet and silver
Fly high on the hill
For all the other schools to see.
Let's give a cheer one and all
For the school that tops them all
For it's K-N-I-G-H-T-S
It's the spirit that ranks the best!

TRADITIONS

Motto - The motto of Bellarmine University is *In Veritatis Amore* – In the love of truth. The love of truth which the university strives to impart to its students is rooted in the conviction that the human intellect is capable of penetrating an objective order of reality and of arriving at communicable truths concerning it. Growth in the love of truth requires intellectual humility and intellectual honesty. It requires that emotion, prejudice, and personal preference yield in the face of evidence; and that truth will be given respect and acceptance wherever and however found. Bellarmine University aspires to assist its students to develop an integrated philosophy of life centered upon a love of truth ranging from the particular truths of each art and science up to Divine Truth itself.

The Bellarmine Seal and Coat of Arms - The seal consists of the coat of arms and university motto framed within three circles, the band which states the institution's name, Bellarmine University; location, Louisville and Kentucky; and founding date, 1950. The university's logo uses the coat of arms, without the three circles, along with the institution's name and Latin motto.

Framed by the band is the coat of arms. The shield is divided into four quadrants indicating a cross, emblematic of the university's founding in 1950 by the Archdiocese of Louisville in the distinguished Catholic tradition of higher education, the oldest continuing tradition of higher education in the history of the western world. Bellarmine continues to be inspired by the excellent values in its founding Catholic tradition.

At the top center of the shield appears the helmet of the Bellarmine Knight, the official mascot of the university. This mascot was established by founding President Alfred Horrigan, who was enchanted with the Arthurian legend and the quest for the Holy Grail. The helmet references the head armor of the beautiful campus sculpture by Bob Lockhart of the Bellarmine Knight. The helmet's decorative plume is a dove, reflecting the primacy of peace in the world. Below the shield is the university's motto, *In veritatis amore* – In the love of truth. (See motto entry above.)

At the junction of the four quadrants, there appears a fleur de lis, the emblem of the beautiful City of Louisville, the proud home of Bellarmine University. In the upper left quadrant is a pineapple. A traditional feminine symbol of hospitality, the pineapple recalls the Tuscan warmth and hospitality of the distinguished Montepulciano house of Jesuit, Cardinal, and Saint Roberto Bellarmino, the university's namesake and patron saint.

By extension, the pineapple also represents *cura personalis*, the concern for each person as an individual, and each individual as a whole person, that characterizes teaching, learning, and life at Bellarmine University and that welcomes all persons to Bellarmine.

In the upper right quadrant appears the “Ursula Laurel” tree derived from the Ursuline coat of arms and symbolic of the privileged and fortunate participation of Bellarmine University in the legendary Ursuline education tradition, a privilege made possible by the openness and willingness of Ursuline College to merge with Bellarmine in 1968.

The lower right quadrant of the shield is adorned with a blazing torch bringing the light of truth and love to show the way through, above, and beyond the darkness of ignorance and hatred. While a traditional university symbol throughout the ages, the torch also appears, prophetically and coincidentally, in the family coat of arms of Bellarmine’s founder, Archbishop John Floersh, and Bellarmine’s President, Dr. Joseph McGowan.

In the lower left quadrant of the shield are five stripes. The stripes represent five important values in the Catholic tradition and the Bellarmine educational experience:

- The intrinsic dignity and value of every human being;
- our responsibility to educate the whole person – mind, body, heart, and soul;
- the mystery, interconnectedness, and ongoing nature of God’s creation and “the hidden wholeness of things;”
- the importance of both faith and reason as ways of seeking the truth, and of the compatibility of these ways of knowing;
- the call to each of us to develop our gifts and abilities to the fullest to give glory to God, to serve those in need, and to make the world a better place.

The Bellarmine Seal was originally developed in the shape of an oval in 1953 by Sr. Mary Rademaker, then chair of the Ursuline College Department of Art. The seal was reconfigured into a perfect circle in 1990 to improve legibility and presentation.

In 2000, the name change to Bellarmine University necessitated corresponding changes in the official seal of the university. President Joseph McGowan took this occasion to authorize the draft of a more complete coat of arms, the most important features of which were to fill in the two previously vacant quadrants of the coat of arms with the Ursula Laurel, symbol of St. Ursula, the Ursuline Sisters, and Ursuline College; and with the inclusion of the five symbolic bands in the other quadrant. The seal was further refined in 2009.

HISTORY

Bellarmino College was opened on October 3, 1950, under the sponsorship of the Roman Catholic Archdiocese of Louisville and with the special assistance of the Conventual Franciscan Fathers. It followed third in a proud line of diocesan institutions of higher learning founded by this diocese, the oldest in inland America. The earlier predecessors were St. Joseph’s College in Bardstown (1820-1889), which was closed in the 1860s by the tumult of the Civil War, and St. Mary’s College near Lebanon begun in 1821, which functioned as a liberal arts college until 1929 and exclusively as a seminary until 1975.

The Bellarmine campus of today stands on property that was a part of a royal land grant from King George III to James McCorkle for his service in the French and Indian War. When the American Republic was born, the land was retitled by Thomas Jefferson, Governor of Virginia, of which Kentucky was then a part. During the antebellum period, this land was a plantation owned by the Griffin family, who, impoverished by the Civil War, sold the estate to Bishop William George McCloskey for a seminary, Preston Park, which opened in 1871 and lasted, with interruptions, until 1909. During the Civil War, the Griffin estate house served as a military hospital. Old Preston Park also served at times as orphanages staffed by the Sisters of Charity of Nazareth: St. Vincent’s for girls (1892-1901) and St. Thomas for boys (1910-1938).

In 1950, the year of Bellarmine’s inception, the new school became one of the first in the Commonwealth of Kentucky open to all races. The first forty-two graduating seniors, “The Pioneer Class,” received their diplomas in 1954. In 1968, Bellarmine merged with Ursuline College, a Catholic college for women established by the Ursuline Sisters of Louisville in 1938. It was at the time of merger that the traditional student body became coeducational (the evening division was coeducational already), and Bellarmine became independent with a self-perpetuating governing board.

In 1963, Bellarmine opened the Thomas Merton Studies Center devoted to the works of Thomas Merton, a monk at the Abbey of Gethsemani. Today this internationally significant archive contains over 50,000 items; over 200 doctoral dissertations plus masters theses and numerous books have been written based in part on work at Bellarmine’s Center. In the spring of 1997, the Thomas Merton Center moved into the second floor of the W. L. Lyons Brown Library into a suite designed to house the collections and provide space for scholars to meet and work.

Bellarmino began its first graduate program, the Master of Business Administration, in 1975. Today the University also offers graduate degree programs in Communication, Education, Nursing, Physical Therapy and Analytics, an Executive

MBA and a Master of Taxation, a Master of Health Science and a dual MSN/MBA master's degree; a Doctor of Physical Therapy; Doctor of Nursing Practice; a Doctor of Philosophy in Education & Social Change; and a Doctor of Philosophy in Higher Education.

In 2000, the Board of Trustees voted to change the name of the institution from Bellarmine College to Bellarmine University to reflect its true status as a Master's I university. Today Bellarmine University is made up of Bellarmine College, the Donna and Allan Lansing School of Nursing and Health Sciences, the W. Fielding Rubel School of Business, the Annsley Frazier Thornton School of Education, the School of Communication, the School of Continuing and Professional Studies, and the School of Environmental Studies. It is also home to the Institute of Advanced Analytics and Institute for Media, Culture and Ethics.

Bellarmino University is situated on approximately 135 acres of gently rolling terrain through which Louisville's historic Beargrass Creek flows. During the 1990s, a number of construction projects were completed: Petrik Hall, a six story residence hall that houses 134 students in comfortable and attractive suites; Miles Hall, a 26,500-square-foot classroom and office building for the nursing and health science programs; and the centerpiece of campus, the W. L. Lyons Brown Library.

As enrollment has continued to grow in the new millennium, particularly the number of resident students, many additional building projects have been completed: Our Lady of the Woods Chapel in the wooded area above Newburg Road; Anniversary Hall, a 200-bed residence hall; Siena Primo, Siena Secundo, Siena Terzo, and Siena Quarto, a complex of new residence halls; Owsley B. Frazier Stadium; the Campus Center on two floors of Horrigan Hall; the transformation of the Campus Tennis Club into the Bellarmine Sport, Recreation and Fitness Center; creation of the Eddie Weber Tennis Complex; major expansions of the University Dining Hall and of the School of Communication; the 28,500-square-foot Norton Health Science Center; the Owsley Brown Frazier Stadium and Joseph P. and Janet A. Clayton Field; the Fontana di Verità (Fountain of Truth); and a three-story addition to the Bellarmine Office Building, which was renamed Nolen C. Allen Hall in 2012.

In 2013, Bellarmine gained a signature entrance with the construction of St. Robert's Gate, a 3 ½-story arched entryway donated by Bellarmine alumni Nick ('69) and Gincy ('70) Carosi and Arban & Carosi, an architectural precast concrete firm in Virginia of which Nick Carosi is president.

The following year, the university broke ground on Bellarmine Centro, one of the most significant construction projects ever undertaken at Bellarmine. The first phase of the Centro project was completed December 2015. It includes a thoroughly reno-

vated Horrigan Hall connected by an atrium to a beautiful new building, forming a true campus center. Centro provides much needed classroom and office space, an Enrollment Management Welcome Center, the Career Development Center and Campus Ministry offices and will become home to the W. Fielding Rubel School of Business and the Institute for Advanced Analytics.

In 2015, Bellarmine also honored Joseph P. Clayton '71 – president and CEO of DISH network and a pioneer in the telecommunications industry, as well as a generous philanthropist – by renaming the building that houses the School of Communication Joseph P. Clayton Hall.

RIGHTS & RESPONSIBILITIES

Each member of a community is guaranteed certain rights. Likewise, each member has responsibilities to that community. Bellarmine University has established certain rights as well as rules and regulations to promote the orderly conduct of its educational programs. Each new student entering the University is expected to read and refer to the most current version of academic and student conduct policies as published in this handbook and/or in the *Course Catalog*. As a private educational institution, Bellarmine University is committed to educating its students academically, encouraging their personal development, and promoting their welfare. The University community can best perform its educational mission when students share with other members of the community the responsibility for orderly conduct. Student conduct policies and practices are concerned not only with protecting the safety and well being of the campus as a whole, but also with assuring that each student's rights are recognized. In order to ensure the protection of the rights of the student, the University adheres to certain recognized reporting and appeals procedures.

CAMPUS POLICIES & SERVICES ADDRESS & NAME CHANGES

Students must notify the Office of the Registrar whenever your address changes.

Legal Name Changes

A legal name change on institutional records may be made upon the production of evidence showing the name has been officially changed, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Minor changes in name can be made without a court order at

the discretion of the Registrar (for example, spelling corrections or revisions). In these instances the student must provide documentation such as current driver's license with photo, Social Security card, or resident alien card.

Preferred Name Changes

To encourage a more inclusive and welcoming campus, Bellarmine University has established a policy in which a community member has the option to use a preferred name on campus wherever possible. This name will appear wherever a legal name is not necessary. A student wishing to use a preferred name should contact the Assistant Vice President for Student Affairs, Patrick Englert, penglert@bellarmine.edu or 502.272.8323 to support the student through this process. The preferred name must be reasonable and may not be used to misrepresent the individual.

Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, official transcripts, diplomas, medical records and federal immigration documents.

ATHLETICS

Bellarmine University is a member of the National Collegiate Athletic Association (NCAA) Division II and competes in the Great Lakes Valley Conference (GLVC) for the majority of its sports. Bellarmine also sponsors NCAA Division I men's lacrosse, which competes in the Southern Conference, and NCAA Division II women's field hockey, which competes in the Eastern College Athletic Conference (ECAC). The school sponsors a total of 22 men's and women's sports. Most home sporting events are held on campus in Knights Hall, Owsley B. Frazier Stadium, the Eddie Weber Tennis Complex, or in the facilities at Knights Park. Bellarmine students gain free admission to all home sporting events. For more information about Bellarmine athletics visit the website at www.BUKNights.com or contact the athletics office at 502.272.8380.

BELLARMINE AMBASSADORS

The Bellarmine Ambassadors are a group of student volunteers chosen to serve as leaders for the Office of Undergraduate Admission. The function of the Ambassador program is to assist in the student recruitment process at Knight U, Bellarmine Bound, Preview Days, Night at Knights, Super Saturdays, and other recruitment events, as well as during daily campus visits. Ambassadors serve as friends and role models for visiting students and are a primary contact for high school students considering Bellarmine in their college search. Ambassador selections are held each fall semester; interested students should contact Admissions for more information.

BOOKSTORE

The bookstore sells computer software, school supplies, office and residence hall supplies, clothing, cards, candy, miscellaneous personal items, and Bellarmine memorabilia in addition to course materials. Course materials can be rented or purchased inside the bookstore or on the website at www.bellarmineshop.com. Store hours are always posted on the website as well as in the bookstore. Textbook purchases can be fully refunded (with original sales receipt) within 7 days from the start of classes or within 2 days of purchase thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Books purchased during the last week of classes or during exams are not fully refundable, but may be eligible for buyback at anytime.

The bookstore accepts all major credit cards as well as personal checks with complete student information printed on the check and a driver's license. Business and starter checks will not be accepted.

BUILDING RESERVATIONS

Student clubs and student organizations must go through the Student Activities Center at 502.272.7725. To rent a space for a personal special event, meeting, etc., contact the Office of Special Events at 502.272.8406.

CAMPUS MINISTRY & SPIRITUAL PROGRAMS

All faith initiatives on campus are organized through or must be registered with the **Office of Campus Ministry** and the **Interfaith Coalition (IFC)**. Students of all faiths are encouraged to take advantage of these resources to enhance their spiritual life, to gather regularly to pray, study, and practice their faith. Our aim is to encourage students to grow in faith, to become adults of faith, and to respect all faith traditions.

Founded as a Catholic college, Bellarmine continues to exercise its Catholicism in prayer and worship and to offer Catholic students a home in which they might become mature, responsible Catholics. We are equally committed to providing a home for students of all faiths to grow into a deeper, more mature understanding of their own traditions and to connect with others in a spirit of ecumenical and interfaith community.

The Director of Campus Ministry and her staff offer resources and direction for individuals, student groups and programming. **Peer Ministers** in Residence Life, local seminarians and the leadership of current **faith-based organizations** coordinate efforts to include all students who are interested in spiritual growth. Catholic, Interdenominational Christian, Jewish, Muslim, and Better Together (which includes students of all and no faith tradition who work for justice and peace) meet regularly

to plan events. Their designated representatives serve with faculty and staff members on the IFC to set goals and coordinate activities for the school year. Faith-based activities are advertised through the Office and efforts are made to provide connections for students with local houses of worship.

Students who wish to form faith communities to study scripture or pray with like-minded peers other than through the recognized faith-based groups would meet with the Director of Campus Ministry to register their group and to learn about the parameters under which they can thrive. The Office maintains a list of local ministers who can serve as additional resources. University and non-Bellarmino ministry personnel must be approved by the Director and with the other faith-based groups, agree to abide by the *Campus Ministry Covenant*. The Office also works with the SGA Vice-President for Mission Identity to plan events which highlight and educate our focus on the University mission of holistic care.

Our Lady of the Woods Chapel was dedicated as a private chapel in May 2001 for Bellarmine University. All events in the Chapel are scheduled and overseen by the Assistant Director of Campus Ministry. Mass is offered on Sundays, Tuesdays, Thursdays, and on Holy Days of Obligation when classes are in session. Students serve as the chapel musicians and liturgical ministers. Interfaith worship services, special Masses, and educational events held in the Chapel are published via the website and through campus email. Off-campus faith related events also are advertised by the Office for area churches and houses of faith. There are several other sacred spaces on campus. A Marian grotto is outdoors, at ground level beneath the Chapel; Prayer and Meditation Rooms are in Anniversary and Siena Halls. In the Brown Library, the Thomas Merton Center is a quiet place to read, study and meditate.

Through the Office, certified lay ministers, priests, ordained ministers, rabbis, and religious sisters offer individual and group **spiritual direction** for students seeking to deepen their relationship with God, to improve their prayer lives, to discover their gifts and talents pointing to their calls in life, to discern their course in important decisions, and to find the “true self” about which Merton wrote so often. Equally important is discerning the most appropriate ways we can put faith into action. For more details on such initiatives, see also *Service* in this Handbook. An interfaith gathering space, the Office of Campus Ministry is on the ground floor of Centro, across from the Career Development Center. For more information or to schedule an appointment, contact the Director of Campus Ministry at 502.272.8051.

CARE TEAM

The Care Team is composed of an interdisciplinary group of university professionals who work proactively to enhance students’ wellness, thereby enriching the campus and increasing its safety. The Care

Team is chaired by the Dean of Students and includes representatives from Residence Life, the Counseling Center, Health Services, Disability Services, the Student Success Center and the Office of Public Safety. Reports are received and processed daily by the team and appropriate interventions and follow up are planned for the individuals of concern. The team meets bi-monthly to maintain communication and case management. Campus constituencies are trained annually on the mission and purpose of the Care Team and on reporting procedures. Students, faculty, and staff members may report information to the Care Team via a form on the Dean of Students Office website at www.bellarmino.edu/studentaffairs/dean. All reports will be followed up by a Care Team member by phone or email.

Appropriate referrals include but are not limited to the following concerns:

- Problems in daily functioning (e.g. missing class, social isolation, poor hygiene, erratic behavior, marked decline in academic performance)
- Mental health (suicidal statements/ideation, references to imposing harm to self or others, depression, grief, eating disorder)
- Health/medical concern
- Adjustment concerns (social issues/family concerns)
- Substance use/abuse concerns
- Other concerns about well-being (e.g. suspected domestic violence, harassment, homelessness)

CAREER DEVELOPMENT

The Career Development Center works with students throughout their college years to ease the transition from student to working professional. Services offered to students and alumni include personal assessment, career exploration, educational planning and leadership development. In addition, the Career Development staff members help individuals pursue opportunities for experiential learning, professional employment and career advancement. Career counseling, planning, information and advice are available through individual meetings, small group sessions or by phone, email and internet.

The Career Development Center offers individual assistance as well as programs to help students with resume writing, interviewing skills, job search strategies, and career decision making. Through the assistance from Bellarmine alumni who serve as mentors and employer partners, mock interviews and resume reviews are held with professionals in a variety of fields. Employers give presentations and host information sessions about their organizations and programs. Undergraduate and graduate students are able to participate in on-campus interviews, career fairs and other recruiting events with local, regional and national employers.

Bellarmine University's Career Development website is your launching point for career planning, career information, employment, internships, graduate school and other resources, programs, and services. Assessments of personality type, interests, skills and values as well as detailed information about educational and career opportunities suited to each individual's talents, traits, and preferences are offered. The Career Development Center offers many online resources that provide access to jobs, internships, volunteer opportunities, employers, mentors, and a wealth of information and advice about careers, companies, industries and more.

For more information, visit Career Development in Bellarmine Centro, offices 090-086, go to www.bellarmino.edu/careerdev, email careerdev@bellarmine.edu or call 502.272.8151.

INTERNSHIPS & EXPERIENTIAL LEARNING

Internships provide valuable experience, connect classroom theory with professional practice and offer first-hand exposure to opportunities and organizations in the student's areas of interest. Internships can be paid or unpaid, full-time or part-time, and during the school year or not. For those students seeking academic credit in a particular field of study, supervised learning experiences are coordinated with faculty sponsors, advisors, academic departments and the registrar. Most majors offer internship credit, and several of them require it. Students may earn up to six internship credits within their major, and another six outside of their major. In recent years, nearly 75% of all students earned academic credit for participating in internships and other experiential learning opportunities by the time they graduated.

In addition to formal internship programs, there are many other ways that Bellarmine students obtain practical, hands-on experience. Opportunities include: study abroad programs and international mission trips lasting from just a few days to an entire semester or a full year; clinical rotations and classroom teaching for students in the health sciences and education; on- and off-campus undergraduate research projects for students in the arts and sciences; service learning projects within academic courses offered throughout the university; and co-curricular enrichment activities that promote personal development, community service, multicultural awareness and career preparation while creating an e-portfolio.

For more information, visit Career Development in Bellarmine Centro, offices 090-086, go to www.bellarmino.edu/careerdev, email careerdev@bellarmine.edu or call 502.272.8151.

COMMUTER SERVICES

Students living off campus or who commute to the university are encouraged to become active and engaged members of the

Bellarmino community. Resources, communications, and assistance for commuters are available through contacting the Student Activities Center at 502.272.7725.

Locker rental is available free of charge. The locker rental agreement (available on the Commuter Services Website www.bellarmino.edu/studentaffairs/commutercenter) should be completed and submitted to the Student Activities Center. Should a commuter student be on campus and unable to return home due to inclement weather, accommodations may be made to stay on campus overnight. To make arrangements to stay on campus, students should contact the Office of Public Safety at ext. 7777 (on campus) or 502.272.7777 (off campus). If a residence hall room is available, students will be provided a pillow and linens and stay overnight, free of charge. The Office of Public Safety will coordinate with the Residence Hall Director to facilitate accommodations. If a residence hall room is not available, students may stay in the couch area of Horrigan Hall with provided linens and a pillow. At the student's request, personal belongings may be locked in the Lintner Board/Fireplace room overnight. The couch area is secure, monitored, and has access to a bathroom.

COUNSELING SERVICES

Students seek personal counseling for many reasons: a personal crisis, interpersonal relationship problems, family problems, depression, stress, alcohol/drug problems, eating disorders, etc. Recognizing the impact that personal concerns can have on academic performance, Bellarmine provides confidential personal counseling services to students. Those services include individual, couples, and group counseling; crisis intervention; assessment; and referral. The Counseling Center staff is comprised of licensed mental health professionals and advanced graduate practicum students under the supervision of the full-time staff members. Counseling services are free, confidential, and available to all currently enrolled Bellarmine students. The Counseling Center is located on the 4th floor of Nolen C. Allen Hall (2120 Newburg Road). To schedule an appointment, students should call 502.272.8480. For more information please call the main number or visit the website: www.bellarmino.edu/studentaffairs/counselingcenter.

DISABILITY SERVICES

Bellarmino University is committed to equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any

University program or activity. This policy derives from the University's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities, and services. Students who believe they have suffered disability discrimination should follow procedures outlined in the Disability Service Grievance Policy (p. 16). In the event the University determines that discrimination has occurred, it will take steps to prevent its recurrence and will correct its effects, if appropriate.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. Disability Services is located in the Library, level B, room B05 A (within the Student Success Center). For information regarding the University's policy and services for persons with disabilities, or review eligibility criteria at the Disability Services website, www.bellarmine.edu/studentaffairs/disabilityservices. You may also contact the Office of Disability Services at 502.272.8490.

Evacuation of Persons with Disabilities

Persons with disabilities must study and remember the features of each building they are in, including designated evacuation assembly areas, stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Persons with disabilities should seek assistance from others if emergency evacuation becomes necessary. Faculty and staff members should be aware of the exit nearest to their office or class, and possible alternatives. Students who live on campus should follow the evacuation procedures outlined below. It is the responsibility of the student to notify someone in the Residence Life Office at the beginning of the semester if evacuation assistance will be needed. Detailed information on these procedures is available at the Residence Life Office and on the website.

Individuals with Mobility Limitations - Evacuation of these persons during an emergency is of concern as most elevators will not operate (should not be used) during a fire alarm. Disability Services and the Residence Life Office will work with individuals with mobility limitations to establish an emergency evacuation plan.

Evacuation Procedures from Ground Level Floors - Persons with disabilities on any floor at ground level should be given assistance as needed to evacuate the building.

Evacuation Procedure from All Other Floors - An authorized emergency responder will assist the individual(s) in exiting the building.

Individuals with Vision Impairments - Most persons with vision limitations will be familiar with their immediate area. In

the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort him or her (this is the preferred method when acting as a sighted guide). As you walk, tell the person where you are and advise him/her of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

Individuals with Hearing Impairments - Because persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods are:

1. Writing a note telling what the emergency is and the nearest evacuation route; and
2. Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

It may be prudent to escort the person with a hearing impairment out of the building.

Accessible Parking

Bellarmino University provides parking spaces at a reasonable proximity to classroom buildings, residence halls, and office buildings for students with disabilities. These spaces are clearly marked with the universal symbol for disabled areas. Students with disabilities wishing to park on campus must apply for a Bellarmine Accessible Parking Permit. The state permit or plate alone will NOT satisfy this requirement. Students need to contact the Director of Disability Services at 502.272.8490 for assistance in gathering necessary documentation from his/her physician to support the request for an accessible parking permit. Once the documentation is complete, the student will be issued a permit for the period of study at Bellarmine (renewed annually) or for the duration of the disability, if temporary. All accessible parking spaces on campus are controlled for permits 24 hours a day, seven days a week. If a student finds that accessible parking is consistently full, he/she should contact the Office of Public Safety at 502.272.7777 as well as the Director of Disability Services to alert them of the situation.

An accessible parking permit does not entitle the permit holder to park in violation of Bellarmine Parking and Traffic Regulations. This includes, but is not limited to, parking on a yellow line, in a service area (yellow and white striped), loading zones (yellow and black), or in a space reserved for other use. Vehicles parking in violation are subject to citation. The use of an accessible permit by someone other than the person listed on the parking permit application may result in a citation and/or termination of the permit privileges. The parking permit may be used by individuals other than the registered permit holder only when transportation is being provided for the student with the disability.

DISABILITY SERVICE GRIEVANCE POLICY

1. Introduction

Bellarmino University does not discriminate on the basis of disability in its programs or activities, or with regard to employment. In the event that the University determines discrimination has occurred, it will take steps to prevent its recurrence and will correct its effects on the student and others, if appropriate. The Grievance Procedure is not a legal proceeding but an internal process to enable the University to discover and remedy the effects of any alleged discrimination. Students who believe they have experienced disability discrimination may utilize these disability discrimination grievance procedures.

2. Preliminary Steps

To initiate or pursue a grievance based on discrimination related to the Americans with Disabilities Act (ADA), the following steps must be observed within 90 days of the time in which the alleged discrimination occurred.

a. Students should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the head of the department or unit in which the alleged violation occurred. There is no requirement that a student alleging disability discrimination utilize these informal procedures before filing a formal complaint. However, experience has shown that the majority of complaints can be effectively resolved through the informal process. Students are encouraged to resolve disputes via these informal procedures when possible. The Director of Disability Services and the Dean of Students are available to provide advisory and mediation services to students.

3. Formal Resolution Procedures

a. Students alleging disability discrimination must contact the Director of Disability Services (or the Dean of Students if the Disability Services Coordinator is directly involved) within 90 days after the act of alleged discrimination to initiate their grievance.

b. Within 10 days after contacting and meeting with one of the designated officials above, the student must formally initiate his/her grievance with a complaint submitted in writing. The complaint must include the following: the specific act(s) or circumstance(s) alleged to constitute the discriminatory action that is the basis of the complaint, including the time and place of the alleged discrimination, the student's basis for believing that it was motivated by disability discrimination, and the remedy requested.

c. Within 10 business days after the student has submitted a written grievance, a University official designated by the Director of Human Resources will initiate an adequate,

reliable, and impartial investigation of the complaint. During the course of the investigation, the student will be given the opportunity to present witnesses and other information.

- d. The University investigator will complete the investigation within 30 days after submission of the written complaint. The decision will include findings of fact, and if discrimination is found, 1) a determination of action to be taken to resolve the effects of the discrimination; and 2) appropriate action to be taken with regard to the discriminating individual. The student and all other parties will be advised of the outcome of the grievance to the fullest extent allowed by state and federal law.
- e. The decision may be appealed within 10 business days of its issuance. The appeal must be made in writing to the Director of Human Resources or his/her designee, and must include the basis for the appeal.
- f. The Director of Human Resources or his/her designee will issue a decision within 20 days after receiving the appeal. The appeal decision is final. The student and all other parties will be advised of the outcome of the appeal to the fullest extent allowed by state and federal law.
- g. No time frame in this procedure may be extended except with the expressed and written permission of the student and under no circumstances will any specific time frame be extended more than 20 days.
- h. It is prohibited for any University employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliation may result in a variety of sanctions, including termination or dismissal.

PETS, SERVICE ANIMALS AND ASSISTANCE ANIMALS

Pets are not permitted in buildings on the Bellarmino University campus, including the interior and exterior of residence halls, suites, apartments, public buildings, classrooms, and eating areas. Only certified service animals and approved assistance animals registered with the Office of Disability Services are permitted in these areas. The Americans with Disabilities Act (ADA) defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government.

Assistance animals are not considered service animals. The definition of assistance animals under The Fair Housing Act (FHA) and for the purposes of Bellarmine's policies is defined as an animal that is prescribed to an individual with a disability by a healthcare or mental health professional that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA. An assistance animal is necessary to afford a person with a disability an equal opportunity to use and enjoy Bellarmine residential living.

There must be a relationship, or nexus, between the individual's disability and the assistance the animal provides. Assistance animals are an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability. They are not service animals and do not accompany the individual at all times. Assistance animals are only permitted in the assigned residential room and outdoor spaces under the proper handling. Assistance animals are not permitted in other campus buildings.

More information about assistance animals can be obtained by calling the Director of Disability Services at 502.272.8490. The care and supervision of any service or approved assistance animal is the responsibility of the individual with a disability using the animal's services. Service and assistance animals must also pose no threat to the health or safety of members of the Bellarmine University community to be permitted in buildings or on other campus areas. Please contact the Disability Services Director at 502.272.8490 for information about the approval process and documentation requirements.

Residential students may have certain types of fish, aquatic frogs, and turtles that can survive under water in their residence hall room. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than two tanks per residence hall room. Any exceptions to this policy (for example, the annual Blessing of the Animals) must be approved by the Dean of Students.

EMERGENCY MESSAGES

During daytime hours, if a student needs to receive an emergency telephone message, every effort will be made by the Dean of Students' Office to locate the student. Please call 502.272.8150 to request assistance. During the evening hours, emergency messages should be directed to the Office of Public Safety at 502.272.7777.

EMERGENCY NOTIFICATION SERVICE

Bellarmino provides an emergency text-messaging system to all members of its community. The purpose of this system is to quickly alert you to emergency situations on campus as well as weather-related school announcements. The goal of this system

is to provide meaningful alerts regarding urgent situations, so the University strongly encourages participation in this system.

This system will send school-closing or emergency information to you in three ways: by text message to your cell phone; by e-mail to your Bellarmine account; and by posting a notification on the home page of www.bellarmino.edu.

Use One Bellarmine (one.bellarmino.edu) to register for this service. If you encounter any issues or have any questions about the registration process, please contact the Technology Support Center at 502.272.8301 for assistance.

EMERGENCY PHONES

Emergency phones have been installed in the following locations for the safety and security of the Bellarmine community. By dialing 7777 or pushing the red button as indicated, the caller will be connected to the Public Safety Officer on duty.

Yellow Emergency Phones are located:

- On the west side of Petrik Hall front entrance
- By the entrance doors to Kennedy/Newman Lobby
- Outside the Office of Public Safety
- On the Library front porch
- Allen Hall at the Front Entrance

Blue Emergency Phones are located:

- In parking lot K outside of Brown Activities Center
- In the Quad outside Alumni Hall
- Outside of Flynn Building
- In H-Lot
- In O-Lot
- In R-Lot
- Next to Anniversary Hall by softball field
- On the right side of Knights Hall facing the front of the building
- At the rear of Knights Hall
- At the rear of the SuRF Center
- Parking lot at Nolen C. Allen Hall

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

See the Online Catalog for more information: catalog.bellarmino.edu

FAMILY PROGRAMS

Family Programs at Bellarmine University is facilitated through the Dean of Students' Office. The University regards family members

as partners in the educational journey of all students. Programs, events, and open communication will assist parents and family members in engagement with the University community, will aid families in navigating the institution, will assist in supporting students, and will seek to develop a long-lasting connection to the Bellarmine community. For more information and resources about Bellarmine University Family Programs, please visit www.bellarmino.edu/parents. You may also contact the Dean of Students' Office at 502.272.8150 for more information.

FINANCIAL AID

What is available: The Office of Financial Aid administers all institutional, federal, and state financial assistance programs. Assistance at Bellarmine may be awarded on the basis of academic merit, achievement, distinction, academic discipline, program of study, or demonstrated financial need. All students enrolled at least half-time, as defined by the University, may be eligible to benefit from one or more financial aid programs.

How to apply: Students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as soon as possible after October 1 each year. A separate form is needed to apply for summer aid. This application is available on the web at www.bellarmino.edu/financialaid/summerterm or in the Office of Financial Aid by mid-February.

Satisfactory Academic Progress Policy (Undergraduate): Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressundergrad.

Satisfactory Academic Progress Policy (Graduate): Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressgraduate.

Doctor of Physical Therapy Students: Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressgraduate.

Certificate Program Students: Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a certificate at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progresscertificate.

TUITION PAYMENT

Payment due dates are listed in each semester class schedule. Undergraduate students are expected to enter and begin making payments on an installment plan by August 1, 2016; or pay in full the estimated amount due by August 1, 2016.

Graduate students are expected to pay in full by September 28, 2016, or enter into a payment arrangement that is described on the tuition contract. Students who do not pay their tuition and fees or select a payment method by this deadline will be subject to interest charges. Questions should be directed to the Bursar's Office at 502.272.8264 or bursar@bellarmine.edu. Billing dates and refund policies are listed in each semester's Class Schedule and online at one.bellarmino.edu. You will be asked to select a payment method by signing a tuition contract. The payment options are outlined below.

Tuition Bill

Your tuition bill will be uploaded to the student's secure online account at one.bellarmino.edu. An email is sent to the official Bellarmine University email address of the student when the bill is available for viewing. Bellarmine University Bursar's Office does not mail tuition bills. In order for parents or other authorized users to receive the tuition bill and monthly statements, students must set them up with an ID and password by logging on to one.bellarmino.edu. The system will send an email to the parent/authorized user with the login and password so that they may view and/or pay the tuition bill online at any time. Emails will also be generated to the parent's email address so that they will be advised when the statement is available online.

Payment Options

Payment in Full (PIF) - Students not enrolled for one of the deferred payment methods must pay in full by the published due date each semester. In order to avoid interest charges, payment must be received by the published due date. If the payment is not received on or before the due date, interest charges will be assessed monthly at the rate of 1% or 12% annually. Any amount not covered by Work Study must be paid by the published due date. Outstanding balances must be paid in full before students will be allowed to register for any further classes or receive official transcripts.

Monthly Payment Plan (MPP) - Payment plans must be set up each semester. With this "pay as you go" plan, the student pays an enrollment fee and students can divide tuition payments

over 3-6 months per semester, interest-free period as long as the plan is set up for the correct amount and paid as agreed. Any amount not covered by the monthly payment plan must be paid by the published due date. Please contact the Bursar's Office at bursar@bellarmine.edu for more information regarding the available plans. There is an enrollment fee of \$35 for the payment plan and the minimum contract amount is \$1,000. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

Work-Study Plan (WS) - Students receiving work-study funds and electing to have their paycheck automatically deducted and applied to their tuition account must register for this plan in the Bursar's Office. Any amount not covered by work-study must be paid by the published due date. To be eligible for this interest-free plan, students must complete a separate form to have the deduction applied to their account. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

Government Assistance - If you are receiving an ROTC scholarship, Veteran's Administration benefits, or Vocational Rehabilitation benefits, the student or the government agency must provide Bellarmine with appropriate documentation each semester. The portion of your balance not covered by government assistance must be paid in full by the published due date. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Deferred Payment Plan (DEFER) - This payment method is only for those students who receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are posted online **each semester**. The student must provide Bellarmine with appropriate documentation from the employer each semester. There is a \$50 fee per student per semester assessed to defer the payment of tuition. The portion of your balance not covered by your employer must be paid in full by the published due date. If the account is not paid in full by the due date, finance charges are assessed monthly in the amount of 1% or 12% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Corporate Reimbursed (CORP) - This plan is only for those students who have their tuition paid directly to the University by their employers. This plan carries no interest charges provided the tuition is paid in full within 30 days from the date the grades are posted online each semester. The student must provide Bellarmine with appropriate documentation from the employer each

semester. The portion of your balance not covered by corporate reimbursement must be paid in full by the published due date. If the account is not paid in full by the due date, the account carries a 1% finance charge monthly or 12% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

In order to qualify for the Deferred or Corporate payment plans, you must provide a letter from your employer **each semester** stating their intention to pay or reimburse educational expenses.

For all payment options above, the student agrees to reimburse Bellarmine the fee of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Methods of Payment

- The Bursar's Office accepts cash, checks, cashier's checks and money orders
- E-Checks are accepted online at one.bellarmine.edu with no additional fees
- Credit cards are only accepted online (VISA/MasterCard/Discover/American Express) – a fee of 2.75% is charged by CASHnet
- Payment Plans are offered to equally divide tuition payments over approximately 3-6 monthly payments per semester. Contact the Bursar's Office at bursar@bellarmine.edu for details.

Office hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Office hours are extended during tuition due date periods as published in the semester Class Schedule. Please contact the Bursar's Office for summer hours. A night depository, located next to the Bursar's Office window, is available for payments after hours. You may mail payments to: Bursar's Office, Bellarmine University 2001 Newburg Road, Louisville, KY 40205. If you have any questions, please contact the Bursar's office at 502.272.8264 or by email at bursar@bellarmine.edu.

ADJUSTMENTS & REFUNDS OF TUITION

Students who withdraw from any or all of the courses that they had registered to take may be entitled to an adjustment of the amount of tuition charged according to the refund schedule published in that semester's Class Schedule. The amount of the reduction is contingent on the following factors:

1. Date of withdrawal, and
2. The refund policy established by the institution.

Institutional Financial Aid Refund Policy

When a student has Institutional Financial Aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, students are eligible to keep the same percentage of Institutional Financial Aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

Tuition Refund Policy

Schedules differ for a complete withdrawal from the University versus dropping and adding individual classes. Fees are not refundable after the start of the semester/first day of class. For questions, contact the Bursar at bursar@bellarmine.edu.

Complete withdrawal from the University

- 100% tuition and fees prior to the first day of class each semester as published in the Course Schedule
- 80% tuition refund during the first five days of the semester
- 50% tuition refund beginning on the sixth day of the semester through the sixth week of the semester
- 0% tuition refund after the sixth week of the semester

Refer to the Course Schedule or Bursar webpage at one.bellarmine.edu for the published refund dates for the current semester. Refunds for alternative class schedules will be prorated. Schedule above does not apply to summer courses.

Adjusting classes within the University (drop/add)

- Individual classes can be added and dropped through the first five days of the semester with a full refund of tuition and fees
- Students may change from full-time to part-time status with full tuition refund through the fifth day of class of each semester
- There is a 50% tuition refund through the sixth week of the semester. Information provided above can be found in the Course Schedule or Bursar webpage each year. Refunds for alternative class schedules will be prorated. Schedule above does not apply to summer courses

Withdrawal Policies

Students who find it necessary to drop a course(s) or to withdraw completely from the University must provide written notification to the Office of the Registrar. The effective date of withdrawal is the date on which the notification is received in the Registrar's Office. This date is used in calculating any applicable tuition reduction/refund. When a student officially withdraws from the university or from any course(s), charges will be adjusted according to the refund schedule published for each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Also, refer to the "Adjustments & Refunds of Tuition" section in the University Course Catalog.

Withdrawal from a Single Course(s)

Students may drop a course during the first week of classes (fall and spring) with no entry on their official transcript. The deadlines for dropping summer courses are published in the summer academic calendar. To drop a course, a completed drop card must be submitted to the Registrar's Office. No signatures are required on the drop card. From the second through approximately the tenth week of classes (or two-thirds of the semester for classes not offered on a regular semester basis), students may withdraw from a course and a grade of W will be recorded on the transcript. Withdraw cards are available in the Registrar's Office and require the signature of the course instructor. Students may not withdraw from a course after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Waiver/Exceptions Policy outlined in the catalog.

Withdrawal from the Entire Semester:

To withdraw from all courses in the semester, all students must complete a Withdrawal Form found on the Registrar's Office website (individual withdrawal cards may not be submitted). Students should be aware of the refund policies and any financial aid implications of a withdrawal. Students who fail to comply with this policy will receive an "F" for all courses for which they are registered and will be responsible for corresponding tuition and fees. Students may not withdraw from the semester after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Waiver/Exceptions Policy outlined in the catalog. All full-time undergraduate students are required to meet with, and obtain the signature of, an academic advisor or Student Success Center staff member prior to withdrawing. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable.

Enrolled students who become incapacitated by unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long term treatment may find it necessary to withdraw from all classes at the University. Students must submit a request using the Withdrawal Form and have it signed by the Dean of Students or that person's designee. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable. The student may be entitled to a tuition adjustment once the appropriate documents, such as physician documentation, along with any supporting documents including proof of a hospital stay or other extensive long term treatment, and the Tuition Appeal Form are provided to the Bursar. The Tuition Appeal Form may be obtained by contacting the Bursar's Office directly.

The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Appeals provided to the Bursar after the end of the semester will not be accepted or reviewed. The Tuition Appeal will be reviewed by the Appeal Committee within 30 days of submission. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies. For more information regarding Satisfactory Academic Progress (SAP) please go to www.bellarmine.edu/financialaid/progressundergrad.

Military Service Withdrawal

Students enrolled in courses at the University at the time they are called for active military service, and find it necessary to withdraw from all classes at the University, must submit the Withdrawal Form to the Registrar's Office. The student will have their tuition and fees reversed once the appropriate documents, such as the military orders, and the Tuition Appeal Form are provided to the Bursar. The Tuition Appeal Form may be obtained by contacting the Bursar's Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies.

Institutional Financial Aid Refund Policy After Withdrawal

When a student has institutional financial aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, the student is eligible to keep the same percentage of institutional financial aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

Additional Add/Drop Tuition Policies

Students who wish to add or drop classes after the published add/drop period may experience adjustments to their tuition bill. Students who drop and then add a course with the same number or fewer credit hours during the same day may not be subject to additional tuition charges. Students who drop and then add a course with more credit hours may be subject to additional charges. Students who make adjustments to their class schedule on different days after the add/drop period may experience additional charges. Please note that part-time status is up to 11 credit hours; full-time is between 12-19 credit hours. If added classes have an associated course fee, students will be charged the fee. If the classes dropped have a course fee, students will not receive credit for the fee unless they drop the class during the add/drop period. Students should refer to the Overload and Approval Policy to see if they qualify for additional tuition expenses.

Veterans Benefits

Students who wish to use Veterans' Benefits while attending Bellarmine University, once registered, should bring a copy of their class schedule to the Office of the Registrar for certification. General questions regarding VA benefits can be directed to the Office of Veterans and Military Services at 502.272.7027 or Veteran's Administration at 1.888.442.4551.

Overload & Approval Policy

Students wishing to pursue a credit overload must obtain approval using the Credit Overload Form, available at the Registrar's Office website. A full-time student at Bellarmine University is considered to be enrolled in 12-19 credit hours during a semester. Additional tuition charges and course fees may apply to students exceeding 19 credit hours. Please contact the Bursar's Office to inquire about additional charges.

Audit Policy

The University will charge \$1,000 per class that is audited by the student. Students will submit their requests for registration to the Registrar's Office.

Locked Rates

Certain programs may offer locked in tuition rates. These programs allow students to pay the tuition rate in effect at the time they begin the program until graduation, so long as the student maintains current enrollment in the program. Current enrollment is defined as breaks no greater than two consecutive semesters (summer, fall or spring).

FOOD SERVICE & MEAL PLANS

The University Dining Hall

The University Dining Hall offers the all-you-care-to-eat meal plan for residential students. Residential students are required to be on a meal plan, and they have several options from which to choose to meet their needs. This food service option is also available to cash paying customers and those with a declining balance account for a flat rate per meal. The University Dining Hall is located in the George G. Brown Activities Building. Special diet needs are addressed on a case-by-case basis. Contact the director of food services for arrangements, 502.272.8305.

Café Ogle

Café Ogle is located in the Campus Center and features branded concepts. Hours of operation may vary with each concept. Each concept will accept cash, credit card, declining balance or Flex Dollars.

Sally's Cart

Sally's Cart offers breakfast items, soups, salads, and sandwiches in addition to snacks and beverages. Sally's Cart accepts flex dollars, declining balance, and cash. Sally's Cart is located in the Pasteur Hall lobby.

Cart at Allen Hall

Cart at Allen Hall offers breakfast items, soups, sandwiches, salads, snacks, and beverages. Flex dollars, declining balance, cash, and credit cards accepted.

Catie's Café

Catie's Café is located on the first floor of Siena Primo Residence Hall. Catie's Café is open in the evening and serves coffee, snacks, and convenience items. Catie's Café accepts flex dollars, declining balance, cash, and credit cards.

The Palio

The Palio is located in Siena Terzo Residence Hall. It operates during breakfast, dinner, and late night hours. It offers a la carte dining and meal exchanges during specified dinner hours. It accepts flex dollars, declining balance, credit cards, and cash.

Flex Dollars

All of the meal plan options offer Flex Dollars, which are accepted like cash at the various dining locations. Flex Dollars work on the same principle as a pre-paid debit card. Students can draw from their Flex Dollars for snack items or full meals. If a student purchases a spring semester meal plan, any unused Flex Dollars from the fall semester will roll over for use in the spring semester. If a student does not participate in a meal plan in the spring semester, the meal plan is turned off and unused fall semester Flex Dollars are forfeited. For all students, Flex Dollars must be used by the end of the spring semester or those dollars are forfeited. Flex Dollars do not roll to the following academic year.

Residential Students

The meal plan options give students maximum flexibility, affording students the opportunity to select a plan that best meets their needs. These options allow a student to use his/her meals at any time during the week, up to the limited number allotted for the week or semester, depending on the specific plan chosen.

All students living on campus are required to purchase a board plan. Residential students may change their board plan selection during the first ten days of a semester by contacting Residence Life. Food service is not available for residential students during the Thanksgiving break, semester breaks, and spring break. Contact the Residence Life Office at 502.272.7272 to select a meal plan.

Option 1:

Any 16 meals per week, \$270 Flex Dollars per semester..... \$2,115*

Option 2:

Any 12 meals per week, \$325 Flex Dollars per semester..... \$2,115*

Option 3:

Any 10 meals per week, \$375 Flex Dollars per semester..... \$2,115*

Option 4:

Any 7 meals per week, \$440 Flex Dollars per semester..... \$2,115*

** Rates subject to change*

Commuter Students, Faculty and Staff

Two food service options are available for commuters, faculty, and staff members. Contact the Bursar's Office to purchase a commuter plan or establish a declining balance account.

Option 1:

Any 30 meals during the semester, \$50 Flex Dollars..... \$239.00*

** Rates subject to change*

Option 2: Students may open a Declining Balance account with \$10 or more, and they will receive all meals without taxes. Students may add Declining Balance Dollars in increments of \$10 at the Bursar's Office at any time or online at my.bellarmino.edu on the My Account Information page. Declining Balance Dollars work on the same principal as a pre-paid debit card. Unused Declining Balance Dollars roll over from fall to spring semester, and also roll over from academic year to academic year.

After graduation or withdrawal from Bellarmine, students may request a refund of any unused Declining Balance Dollars, provided he/she does not have an outstanding balance due to Bellarmine. A processing fee of \$20 will be deducted from any such refund check printed. For students with an outstanding balance, the unused Declining Balance Dollars may be applied to your Bellarmine account balance. Unused Declining Balance Dollars remaining on your account 12 months after your date of graduation or withdrawal will be forfeited to the University. To monitor your Declining Balance Dollars, you may log onto your my.bellarmino.edu account.

Any operational concerns regarding Bellarmine Food Services should be addressed to the Director of Food Services at 502.272.8305.

Catering Policy

Catering service is available for departments and student organizations, as well as for external clients. The on-campus catering service must be used for any on-campus food purchase for which Bellarmine University or student organization accounts will be used. Contact the Catering Office at 502.272.8349 for further information.

HEALTH SERVICES & MEDICAL EMERGENCIES

The Health Services Office is designed to offer health care and information to all students. A registered nurse is available to help with any illness, health-related concerns, and allergy shots, or to provide information and referral. Nurse Practitioners are also available on a part time basis and can provide prescriptions when indicated. Check the Health Services website for current semester hours. The office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m. Use of the health service is completely voluntary. All health records are confidential and, except in cases specified by law, may not be disclosed except when authorized by the student.

Serious and Life-Threatening Illnesses or Injuries

1. Do not move a seriously injured person, unless he/she is in a life threatening situation.
2. If the Health Services Nurse is not available, or if an ambulance is needed, call 911 and then call the Office of Public Safety at 502.272.7777.
3. The Health Services nurse and Security Officers are certified in CPR.
4. If an ambulance is summoned, the cost of the ambulance is paid by the person in need of medical attention, and is sometimes covered by insurance.

Other Medical Needs

1. Visit the Health Services Office, located in Newman Hall, or call the nurse at ext. 8313. Walk-ins are welcome, but appointments are highly encouraged, as the nurse is not always available. Please contact Nurse Alice in the Health Services office to make an appointment.
2. If the office is closed or the nurse is not available, the student should call their physician, or visit one of the local clinics listed below.
3. If there is an emergency need for medical assistance, call 911 and then contact the Office of Public Safety at 502.272.7777.

Norton Immediate Healthcare (Formerly: Patient First)

2450 Bardstown Road, 502.459.3991

Monday - Friday9:00 a.m. - 9:00 p.m.

Saturday and Sunday12:00 p.m. - 6:00 p.m.

Kroger Little Clinic – 2440 Bardstown Road, 502.632.0984

Dr. John F. Sullivan General Practitioner – 7440 Jefferson Blvd., 502.969.0975

Student Illness Documentation Policy

The Bellarmine University Health Services Office does not routinely provide excuses for students who miss class due to illness or injury. Students who need to miss class due to illness/injury

are encouraged to notify their faculty that they are ill or injured and unable to attend (and follow the directions provided by the faculty member on the course syllabus). It is the purview of the faculty to determine when or if a student will be excused from class. Only when the student presents with a very clearly recognizable illness (such as a fever) will they be provided documentation.

Imminent Danger/Unreasonable Risk

The University recognizes the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger, (e.g., hostile and/or violent behavior; unwelcome sexual advances or sexual assaults; possession of weapon, abhorrent behavior, etc.). In the event that such behavior should occur, and university personnel are not able to control the situation, civil authority lies with the Office of Public Safety, officials of the university administration, and local authorities. In the event none of the above personnel are available, the student or staff member may call civil authorities to rectify the situation and/or to report the situation by dialing 911. The Office of Public Safety (502.272.7777) or the Dean of Students (502.272.8150) should be notified as soon as possible of the incident.

International Student Services

International Student Services is located in Centro, Horrigan Hall, Room 205F. This office will assist international students with any U.S. Citizenship and Immigration Services (USCIS) or Department of State visa concerns. For more information about any of these services stop by the Office of International Student Services, CNHH 205F, or call 502.272.8027.

INTRAMURAL SPORTS

The intramural sports program at Bellarmine University is within the Department of Campus Recreation and is designed for maximum student participation. The program not only provides opportunities for competition and recreation, it also provides for extensive student involvement in the administration and supervision of every activity.

The objective of the program is to offer a wide range of activities that can be enjoyed by the majority of students, faculty, and staff members. We provide an organized and supervised program that is responsive to the needs of all Bellarmine University community members.

Though the program does provide a competitive environment, the goal of Intramurals is to enhance fitness, promote team play and sportsmanship, and to be a wholesome outlet for students, faculty and staff members.

Programs offered include: flag football, volleyball, softball, basketball, tennis, table tennis, dodgeball, corn-hole, soccer, and various special weekend events and single day tournaments.

For more information, contact the Intramural Office at 502.272.8343. The Intramural Office is located in the Sport, Recreation and Fitness Center, office 107.

Event registration as well as information on all Intramural activities and club sports, rules, forms, handbooks, and contact information can be found on www.imleagues.com/bellarmino or on www.bellarmino.edu/studentaffairs/recreationcenter/intramurals.

LIBRARY

The W. L. Lyons Brown Library stands as a visible symbol of the centrality of teaching and learning at Bellarmine University. The services and collection resources of the library support the curriculum and general information needs of the university community. In addition to housing the library collections and services, it also contains the President's office, the Thomas Merton Center, the Student Success Center and the majority of all technology operations.

The W. L. Lyons Brown Library is a teaching library. Librarians work closely with faculty members to ensure that Bellarmine students learn to appreciate the value of informed participation in their communities. These collaborative efforts support the development of students into lifelong learners.

The Lansing Learning Commons

The Lansing Learning Commons, located on the main floor of the W. L. Lyons Brown Library, is space designed to support individual, collaborative and group work among students. With its moveable tables, chairs, soft seating and white boards, the LLC is an excellent place to study, read and write both alone and in groups. The area includes current technology such as large monitors for collaborative work on presentations and projects, a smart board, color printer and both PC and Mac workstations for student use. In addition, it has ample electrical outlets and charging connections to support personal devices. There are also four group study rooms in this area.

Reference Services/Ask Us

Professional librarians provide individualized research assistance to students, staff and faculty. This one-on-one assistance helps students learn to effectively use the academic resources available through the library. There is also an online service, Ask Us, where students, staff and faculty may enter reference questions with which they will be assisted by one of the reference librarians.

The library's resources include over 115,000 print volumes and more than 300 periodical subscriptions, as well as nearly 100 online databases, including EBSCOhost, JSTOR, ProQuest and Ovid. In addition, the library provides access to over 100,000 eBooks and over 37,000 online periodicals. Access to the library's online catalog and various resources available across the Internet is provided from 43 computer workstations in the Lansing Learning Commons and the

rest of Level 1, as well as a number of other terminals throughout the building and remotely through the campus network.

Interlibrary loan services are provided so that students and faculty may access materials that are unavailable locally. In addition to the Bellarmine resources, all Bellarmine students have access to other academic and public libraries in the Louisville area through the Kentuckiana Metroversity consortium. The library is a member of the Federation of Kentucky Academic Libraries (FoKAL) consortium and uses the OCLC national database for cataloging and interlibrary loan purposes. The library is open over 135 hours per week during the regular semesters.

Classroom Instruction

Hands-on instruction and active project-based learning are important components in achieving the goal of information fluency for our students. The online classroom, located on Level 2 in the library, includes an instructor's workstation and 14 student workstations, enabling 28 students working in pairs to receive hands-on instruction from librarians and instructors. Equally important, this classroom permits students to work subsequently on research projects under the guidance of their instructors during scheduled class or lab periods. When not being used for classes, the classroom is open as a computer lab.

Information Fluency

Information fluency for all students is an important focus of the University. Through individual and collaborative efforts the librarians and staff actively promote information fluency, emphasizing the ability to locate, access, evaluate, and use information. This ability is essential for lifelong learning and is developed over time. Bellarmine students participate in a general education curriculum that is designed to be strongly developmental and help students cultivate and master abilities essential to a meaningful education. Many of these goals are achieved by connecting the student directly to the intellectual and technological resources available through the W.L. Lyons Brown Library.

Study Spaces

Students enjoy a variety of environments in which to study, including the Lansing Learning Commons, group study rooms, individual study carrels and lounge chairs, as well as tables, ledge desks and a spacious reading room. Level 2 of the library has been set aside as a "quiet floor". The library building also includes study locations offering networked desktop computers, and a wireless network which allows connection to the campus network and Internet for wireless device users. Additionally, members of the Bellarmine community may borrow laptops at the Circulation Desk for use in the library.

Foundation Center Cooperating Collection

The W. L. Lyons Brown Library has been designated a Foundation Center Cooperating Collection, one of less than 400 libraries in the United States to hold this designation. This allows the library to provide online access to the Foundation Center Online and house a print collection of resources for grants, as well.

Noise, Cell Phone and Service Animal Policy

It is very important that we maintain a quiet environment for those who will be using the library for studying and research purposes. Level 2 of the library has been set aside as a “quiet study” floor for individuals. Groups of students are given priority for the group study rooms, in order to facilitate collaborative learning in a more peaceful environment. These policies are intended to enhance an atmosphere that is conducive to study and research.

Patrons are asked to turn off or set on silent cell phones when entering the library. As a courtesy to all, cell phones should not be used in any study areas of the building. House phones are available on all levels of the building for your convenience. The library staff asks for cooperation in maintaining a noise-free library and adhering to the quiet floor, group study room, and cell phone policies. Also, keeping with campus policy, no animals except service animals are allowed in the building.

Regular Library Hours Fall & Spring Semesters

The library is open seven days a week; five of those days we are open 24 hours a day.

SundayOpens at Noon
Friday.....Closes at 10:00 p.m.
Saturday7:45 a.m. - 5:00 p.m.

Reference Desk Hours Fall & Spring Semesters

Monday-Friday.....8:00 a.m. - 10:00 p.m.
Saturday8:00 a.m. - 5:00 p.m.
SundayNoon - 8:00 p.m.

Lost and Found

Lost and Found is located in the Office of Public Safety, Room CNTH-054 on the ground floor of Centro, Treece Hall, 502.272.7777.

ORIENTATION

Orientation is a program designed to assist students in making a smooth transition to the university. All first-time, full-time first-year students are required to attend orientation. The student-led orientation program occurs after move-in day, prior to classes beginning. It is led by trained upperclassmen Orientation Team members who lead small group discussions and large activities. At orientation, students meet their fellow classmates and learn from

experienced students, faculty, and administration what it takes to be successful at Bellarmine. Information about orientation is sent out during the summer. Student leadership is provided by the Orientation Team, under the direction of the Director of Student Activities (502.272.8433). Contact the Office of Student Activities if you are interested in becoming an Orientation Team member.

During orientation, students will be introduced to Bellarmine through a four day orientation. During these four days, students will become acquainted with faculty, academic programs, and campus resources. Students will also participate in Opening Convocation and several exciting social activities.

THE OFFICE OF IDENTITY AND INCLUSION

Educating talented diverse students of many faiths, ages, nations and cultures is a core principle of Bellarmine’s mission, and it also serves as the foundational objective of the programs and services provided by the Office of Identity and Inclusion. To ensure we fulfill our mission we are committed to offering co-curricular programs that acknowledge and reflect the experiences of underrepresented populations, while also providing educational opportunities for all members of the campus community to examine their individual and group experiences within a culturally diverse society. The underlying goal of these two endeavors is to construct a community that acknowledges the multiple perspectives and backgrounds that are present on campus, thereby creating an inclusive and celebratory campus environment where all students, staff and faculty are valued and affirmed. For additional information, contact the Director of the Office of Identity and Inclusion at 502.272.8302 or visit their suite on the first floor of Centro, Horrigan.

RESIDENCE LIFE

On-campus residence affords students added opportunity to become fully involved in college life. All full-time first, second and third year students who are 22 years of age or younger must live in the residence halls or with a local parent/legal guardian (within a 50 mile radius of the university). Exceptions may be made in special cases, but must have prior approval from the Director of Housing and Residence Life. If a first, second, or third year student does not live either with a parent/legal guardian or in the halls and has not applied for an exception, the student may be subject to conduct sanctioning from the University and/or housing fines.

On-campus residence hall accommodations are available for students with disabilities. Adapted housing spaces are assigned on a first come, first-served basis when the completed application and deposits are received. It is the responsibility of the student to inform the Department of Housing and Residence Life if special accommodations are needed. If a student or the student’s parents

or advocate believe that the University's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student's safety or health, he/she may file an appeal. Residence Life and the Office of Public Safety staff members will assist students with disabilities who may require assistance evacuating a building during an emergency. It is the responsibility of the student to inform the Department of Housing and Residence Life if evacuation assistance will be needed. Detailed information on these policies is available at the Department of Housing and Residence Life and on the website.

The daily visitation hours are 11:00 a.m. - 2:00 a.m. in all halls for non-residents. During these hours, visitors of the opposite sex may be in the residence halls. Visitors of the same sex are allowed anytime, provided they have been admitted to the hall by the resident host. All visitors are expected to abide by the Residence Life policies, and must be accompanied by their host while in the halls. Anniversary, Siena Terzo, Siena Quarto and Petrik Halls have 24-hour-in-hall visitation for building residents only. All overnight visitors must be registered with the Residence Life Office 24 hours before arrival and have a guest pass. More information about Residence Life can be obtained by calling the office at 502.272.7272.

OFFICE OF PUBLIC SAFETY

The Office of Public Safety is located on the ground floor of Centro, Treece Hall CNTH-054. To contact a Public Safety Officer, call 502.272.7777 or dial ext. 7777 when on campus.

The men and women of the Office of Public Safety undergo annual training to upgrade their skills. All have been trained in emergency medical procedures and CPR. They conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day. On campus, the officers enforce university policies outlined in the *Student Handbook*. They also work very closely with the Louisville Metro Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Louisville Metro Police Department's 5th District Office is only a few minutes from campus.

Students, faculty and staff at Bellarmine have access to academic, recreational, and administrative facilities on campus. Access to the residence halls, however, is limited to residents and their guests, according to University policy. Access to the residence halls by University employees is on an as-needed basis and incorporates strict key control procedures. The general public may attend cultural and recreational events on campus, with their access limited only to the facilities in which these events are held.

The University's Office of Public Safety enforces University policies regarding alcohol, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Firearms

and dangerous weapons of any type are not permitted in the residence halls or on campus by students or employees. Intentional use, possession, or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of the student Code of Conduct.

Public Safety Officers are on duty 24 hours a day, 365 days a year. They also utilize video monitors which are connected to cameras located throughout the campus in public access or circulation areas. The Office of Public Safety is staffed with a dispatch officer 24 hours a day. When there is an emergency that requires additional support, such as the Louisville Metro Fire Department, dispatch will make the call. Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member, or employee to the Office of Public Safety by dialing campus extension 7777. Upon receipt of the call, a Public Safety Officer immediately responds to the site. Public Safety Officers prepare and submit Incident Reports to be filed in the Office of Public Safety as well as the office of the Vice President for Student Affairs and Dean of Students.

The Office of Public Safety holds sessions each year on topics including personal safety awareness and security, rape prevention, and the prevention of burglary and vandalism. Information on safety and security is provided to students and employees regularly through seminars, films, videos, bulletins, SAFETY ALERTS (p. 27), posters, brochures, the student newspaper, and email announcements.

The Facilities Management department maintains the University's buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security.

The University campus is well lit, including high intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students, and there are campus telephones in each building. The locations of Emergency Phones are listed in the *Student Handbook* (p. 17).

The Office of Public Safety provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service. Students are not allowed in academic buildings after 10:00 p.m. or 12:00 a.m., depending on the facility, unless they have specific permission from the Office of Public Safety.

The Office of Public Safety provides assistance to any student who requires the use of handicap parking. If a student who requires handicap parking cannot locate appropriate parking, an officer from the Office of Public Safety will assist in finding suitable parking. An officer from the Department of Public Safety will assist any student who requires the use of handicap parking in reaching that student's destination on campus.

Bellarmino Emergency Response Team (BERT)

The Bellarmine Emergency Response Team is formed by volunteer students who are nationally-certified EMTs working

under the medical direction of Louisville Metro Emergency Medical Services. BERT is NOT on call 24 hrs a day. If you have an emergency CALL 911 and then follow up with a call to the Office of Public Safety (502.272.7777). BERT volunteers are available to serve as scheduled stand-by medical care for campus events. To schedule free coverage of an event please email Dr. David Porta at dporta@bellarmine.edu. Scheduling should be done at least 2 weeks in advance of your event.

BERT CPR and First Aid Education

CPR and First Aid education is available for anyone who would like to participate. There are both traditional classroom courses and online courses available in a wide range of topics and levels of training. To find a course that will fit your particular needs, you may contact either BERT@bellarmine.edu or Dr. Alice Kimble in Health Services at 502.272.8493. If you are interested in becoming an instructor of CPR courses, please contact BERT@bellarmine.edu.

BERT Emergency Services

The Bellarmine Emergency Response Team works directly with Louisville Metro EMS to provide the best emergency care to any student, faculty, staff, or guest on campus. BERT provides volunteer nationally-certified EMT-Bs under the medical direction of Raymond Orthober, LMEMS. Stand-by Emergency Medical care is free for any event, but must be scheduled at least 2 weeks in advance. To schedule an event, contact BERT@bellarmine.edu.

BERT is always accepting applications from current EMT-Bs to become a part of the team. If you are interested in becoming an EMT, contact Dr. David Porta, the faculty advisor at dporta@bellarmine.edu.

Security in the Residence Halls

The Director of Housing and Residence Life, Assistant Director, Hall Directors and student Resident Assistants live in the residence halls or in close proximity to the halls and serve in a duty rotation. All Residence Life staff members undergo thorough training in enforcing residence hall safety and security policies. As part of their responsibility for residence hall security, the Residence Life staff participates in workshops associated with the safety and security of the campus conducted by University administrators and Public Safety Officers.

Bellarmine University has both single-gender and co-ed residence halls, each with outside visitation from 11:00 a.m. to 2:00 a.m. All residence hall entrance doors are self-closing and locked 24 hours a day. Overnight guests in the residence halls may only be students of the same gender. All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

If you find yourself locked out of your room between the hours of 8:00 a.m. and 5:00 p.m., you should call the Office of Residence Life at 502.272.7272 to assist you in gaining entry into your room. If it is between 5:00 p.m. and 8:00 a.m., you should call the Office of Public Safety at 502.272.7777.

Office of Public Safety Escort Service

The Office of Public Safety Escort Service is safe and easy to use. This service is provided during the evening and early morning hours for students, faculty and staff within the campus area. The service is free. Please call the Office of Public Safety at 502.272.7777 for assistance with this service.

The Student's Responsibility

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lit, any student (male or female) may feel more comfortable traveling in pairs or using the Office of Public Safety's Escort Service at night. Residence hall room doors should be kept locked when the room is unoccupied. Valuable items, such as stereos, cameras, and televisions should be marked with engraving instruments provided by the Office of Public Safety at no charge. Bicycles should be secured in the bicycle rack with a sturdy lock; the U-Lock is highly recommended. Students with cars should keep their vehicles locked at all times; valuables should be locked in the trunk. Students should report any suspicious-looking individuals and any unusual incidents to a Public Safety Officer immediately.

Timely Warning Policy - SAFETY ALERTS

The purpose of the Rave Alert Emergency Notification System is to notify the Bellarmine community of a potentially harmful situation and to inform of possible precautionary measures. The University community will be warned about potentially unsafe, harmful, or threatening conditions in the University and/or surrounding community if/when they arise. Rave Alert text messages and email messages are sent to all students, faculty, and staff who register their cell phones and to those who have computer access. The safety of the Bellarmine community is very important. If the student is aware of behaviors/ conditions that may be harmful to others, he/she should notify the Office of Public Safety (502.272.7777) and/or the Dean of Students (502.272.8150).

LiveSafe Mobile Safety Application

Bellarmine University offers access to a mobile smart phone application called LiveSafe. Students, faculty and staff may send electronic concerns via text messaging to the Office of Public Safety. The

safety app includes features such as Go Safe (a virtual safe walk component), a safety map, emergency calling, and a virtual tip line. Concerns related to personal safety, sexual assault, alcohol and/or drug abuse, mental health, and suspicious activity may be sent directly to the Office of Safety and Security via the app. Questions about the mobile app may be directed to the Office of Public Safety at 502.272.7777 or the Dean of Students' Office at 502.272.8150.

Missing Student Notification Procedures

Bellarmine University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating missing Bellarmine residential students. Individuals who believe a residential student to be missing should contact the Office of Public Safety at 502.272.7777 to complete a missing person report. Upon notification that a student is missing, the Office of Public Safety will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more, the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person, the local Police Department will be contacted by the Office of Public Safety no later than 24 hours after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President of Student Affairs or a designee that they are missing. Residence Life asks for the name of an emergency contact person for all residential students.

SPORT, RECREATION & FITNESS CENTER (SURF)

The Department of Campus Recreation offers a fitness facility called the SuRF (Sport, Recreation, & Fitness) Center. It is available for students, staff, and faculty use to balance the rigors of academic life and provide a healthy lifestyle. The Department of Campus Recreation requires that all members have their Bellarmine identification card in order to gain access to the SuRF Center.

The SuRF Center (502.272.8312) consists of three indoor tennis courts, six outdoor tennis courts, ping-pong, cardiovascular machines, over 2000 pounds of free weights, weight machines, and basketball and volleyball courts. There is a lounge area with billiards, checkers, and a TV where students gather for fun and relaxation. Men's and women's showers and dressing areas are also located in the facility. Fitness classes, such as yoga, pilates and spinning are offered at the SuRF center in addition to personal training. Class descriptions, schedules, and locations are posted on the SuRF website: www.bellarmino.edu/studentaffairs/recreationcenter.

The Intramural & Club Sports Office (502.272.8343) is also

located in the SuRF Center. Information on Intramural Sports and Club Sports can be found in this office. For more information about Intramural Sports visit www.imleagues.com/Bellarmino.

STUDENT ACTIVITIES & ORGANIZATIONS

The Student Activities Center offers numerous opportunities for members of the Bellarmine community to get involved. Bellarmine has a wide variety of campus organizations, including academic, special interest, social, spirit and honor societies. The Bellarmine Activities Council (BAC) coordinates a diverse calendar of programs and activities to enrich campus life utilizing student activity fees. The Student Government Association (SGA) provides a voice for all students on campus issues. For a complete listing of campus organizations or to start a new organization, visit uknight.bellarmino.edu or visit the Student Activities Center (CNTH 023) or call 502.272.8433.

Service and Civic Engagement

Service is highly valued at Bellarmine University as a way of life. Over 25,000 individual hours of service and over 80,000 hours of service learning each year are dedicated to improving the human condition in the area, the region, and abroad. Volunteer and service opportunities are advertised and listed in UKnight to provide contact information for students and groups who wish to serve. The Director of Service and Leadership and the SGA Vice-President for Campus and Community Service plan opportunities for students throughout the academic year.

All first year students participate in a half-day service immersion during Bellarmine Orientation to introduce them to the BU ethos of service. Through Academic Affairs, service is infused into the curriculum to provide experiential education. Such service-learning opportunities include both local (e.g., physical therapy, IDC courses focused on community engagement) and international (e.g., construction in Guatemala) sites. Domestic Alternative Spring Break trips and a variety of short and long-term service projects are also sponsored each year. Resources for applying to programs designed for a year or two after graduation such as the Peace Corps, the Jesuit Volunteer Corps and the Christian Appalachian Project are organized and advertised through the Career Development Center, Campus Ministry and the Office of Service and Leadership. Students interested in participating in service should contact the Director of Service and Leadership in the Student Activities Center.

STUDENT SUCCESS CENTER

Located on Level B of the W. L. Lyons Brown Library, the Student Success Center (SSC) serves all students with various types of academic support and enrichment services.

SSC programs and services include:

- Academic advising for all students but focus mainly on freshmen, sophomores, and student athletes
- Tutoring and study sessions for many 100 and 200 level courses
- Writing assistance at all levels (classwork, special projects, graduate school applications)
- Pioneer Scholars, a mentoring program for first generation students
- Learning Communities, an integrated, thematic learning experience for first-year students that includes peer and faculty mentoring, common courses, and co-curricular activities within a community setting
 - Galileo: designed for students interested in the health professions
 - Brown: created to engage students in social justice and leadership
 - Rachel Carson Environmental: established for students interested in issues of sustainability
 - Eureka: for students majoring in STEM program
- Freshman Focus presentations on topics such as: study skills, time management, procrastination, emotions and learning, test preparation and strategies for taking exams
- English language learner services and writing assistance
- Graduate school preparation assistance: personal statement and test preparation (GRE prep courses offered in fall and spring). Material is also available for students preparing for the LSAT, PRAXIS, and MCAT
- Testing Center for students with accommodations and students who miss a test due to a university sponsored event

TECHNOLOGY SERVICES

Technology is an essential component of teaching and scholarship and is one of the most critical tools in higher education today. Through an integration of technology, research, and teaching, Bellarmine is able to provide a learning environment that encourages open communication, collaboration, ethical standards, community improvements, and life-long learning skills.

Technology at Bellarmine is used to augment the classroom experience, broaden the research environment, enhance communications and provide connectivity to needed systems. Our goal is to help students develop into practitioners of the subjects they study by making resources available which will enhance their abilities to think critically and make effective decisions.

The emphasis of student computing at Bellarmine is to ensure that students have access to the most appropriate and reliable technology throughout campus. Public computers are available throughout campus and most buildings have computer labs or computer equipment available for students to use. In addition,

there is a wireless network across the campus and the Library is equipped with laptops that students may check out for use in the Library.

Bellarmino also recognizes that many students will come to campus equipped with computers, and students who engage in learning from home or the workplace will have the need to access university resources from off-campus. Therefore, Technology Services provides:

- An on-campus infrastructure for connecting student-owned computers to campus networks;
- Remote-access capability for connecting to many campus resources from off-campus; and
- Support services for students using personally-owned computers and devices

Each student is given an email account and digital storage space in the Microsoft cloud provided through Bellarmine's campus agreement with Microsoft. Additionally they receive instruction on how to use email and other software used in their curriculum. Students living in residence halls at Bellarmine University have access to the network through network connections in their room or through a wireless network. Additionally, there are computer labs located in residence halls for students to use.

Computer Literacy

Helping students develop and/or maintain computer literacy is important to Bellarmine; therefore, the University provides many resources as part of its effort to assist all Bellarmine students in becoming computer literate. Computer literacy is developed in a variety of ways. For instance, students will be required to create papers electronically, conduct online searches for reference material, utilize databases to find information for papers and use spreadsheet software for creating formal lab reports. Bellarmine provides many Technology Services to its students and the team at the Technology Support Center is available to assist students with computer questions and technical problems.

COMPUTER LAB/ PUBLIC COMPUTER LOCATIONS

The following locations across campus provide students with access to computing resources.

W.L. Lyons Brown Library

The W.L. Lyons Brown Library is equipped with hundreds of Bellarmine network connections and a high-capacity wireless network, allowing students various ways to access the Bellarmine network. Students are encouraged to bring their mobile device to the Technology Support Center for assistance in connecting to the network.

The following computing resources are available with the Library:

- The 24-Hour Study Room is open 24 hours and houses several public computers
- Multiple locations throughout the Library contain both public computers and wired network ports
- Computers in the Mac Lab are available when not being used for classes
- Laptops, for use in the Library, are available for checkout at the Circulation Desk

Horrigan Hall / Campus Center

- Public computers in the Campus Center are available when the building is open
- Horrigan Hall contains a wireless network allowing for mobile access to the Bellarmine network; assistance connecting to this network can be obtained from the Technology Support Center
- Lab computers in CNHH-015 and CNHH-017 are available daily when not being used for classes

Brown Activities Center

- Public computers in the Student Lounge are available when building is open
- Lab computers in the Mac Lab, GBCH-207, are available when not being used for classes

Miles Hall

- Public computers in Miles Lounge are available when building is open
- Computers in MILE-312 are available when not being used for classes, but are intended for students in the nursing programs

Pasteur Hall

- Lab computers in PAST-002 and PAST-106 are available daily when not being used for classes, but are mathematics-oriented

Residence Halls

- Computer labs located in residence halls are intended for use by residential students and are open 24 hours

TECHNOLOGY SUPPORT CENTER (TSC)

The Technology Support Center is your one-stop shop for technology questions and issues. Assistance is provided in person, online, and over the telephone. The TSC is located on Level A of the W. L. Lyons Brown Library and staff members are available to meet computing and technology needs, including user account information, email assistance, network storage, hardware assistance, Internet access, and general troubleshoot-

ing. The TSC may be reached by phone at 502.272.8301 or by email at tsc@bellarmine.edu; students should also feel free to stop by in person.

I.D. Cards

All Bellarmine University students are required to have a valid Bellarmine ID card. Student ID cards are issued at the TSC and are valid as long as the student is enrolled. ID cards must be updated annually. University policy requires students to carry their ID card with them at all times on campus and to submit their ID card to any University official upon request. The ID card allows the student free admittance to any University sporting event. The ID card is also needed for certain meal plans, admittance to all student-sponsored events and activities, checking out books or laptops from the Library, and to utilize the Sport, Recreation & Fitness (SuRF) center.

TSC Hours - Fall and Spring Semesters

TSC is closed when the Library is closed.

Monday - Friday7:30 a.m. - 7:00 p.m.
Saturday8:00 a.m. - 5:00 p.m.
SundayClosed

VOTER REGISTRATION

In compliance with the 1998 Higher Education Act, Bellarmine University will make voter registration forms available to all degree or certificate seeking students who attend classes on campus. The forms, which are supplied by the state, will be available before the registration cut-off date for every federal and gubernatorial election, as well as special elections for federal office. Students will be able to pick up voter registration forms in the Student Activities Center.

The Kentucky State Board of Elections website answers many questions about voting, allows one to download the voter registration form and provides a listing of all county clerk offices in the state where the forms can be sent. To register to vote or for more information go to <http://elect.ky.gov/register tovot e/Pages/default.aspx>.

Students who are registered to vote in their home state may request an absentee ballot by going to www.usa.gov and clicking on Voting & Elections under the Topics menu or by contacting the county clerk in their hometown. For a listing of Kentucky's county clerks go to <http://elect.ky.gov/contactcountyclerks/Pages/default.aspx>. For additional information, visit www.usa.gov/Citizen/Topics/Voting/Register.shtml.

NON-ACADEMIC POLICIES

Introduction

The Bellarmine Community acknowledges the existence of both rights and responsibilities of each student. The administration,

faculty, and student leadership are committed to personal and academic excellence. Student community members are individually and collectively responsible for their behavior and fully accountable for their actions both on and off campus.

Any student, faculty or professional staff member may submit charges against any person believed to be in violation of any University regulation or policy. All charges are to be filed with the Dean of Students (502.272.8150) and the Office of Public Safety.

STUDENT NON-ACADEMIC GRIEVANCE POLICY

Introduction

Bellarmino University students who believe they have been treated unfairly by other students, University employees, or other 3rd parties with respect to non-academic matters or are convinced they have been discriminated against in any matter on the basis of race, color, disability, religion, age, national origin, gender identity, gender or sexual orientation, may initiate and pursue the grievance procedure in accordance with the provisions of this document. Please see the Sexual Discrimination & Misconduct Policy (p. 39) for grievance issues of sexual misconduct, stalking, domestic violence, dating violence and harassment. Non-academic matters are those concerned with all campus life, athletics and intramural sports, access to facilities, services, and events. All grievances of a non-academic nature are addressed through the Vice President for Student Affairs (VPSA) office, as outlined in the Student Non-Academic Grievance Policy.

If it is unclear whether a grievance is academic or non-academic, or if the grievance is determined to allege a violation of the Sexual Discrimination and Misconduct Policy, the Provost or his/her designee and the Vice President for Student Affairs or his/her designee will consult to determine the appropriate grievance venue and process.

1. Preliminary Steps

To initiate or pursue a non-academic grievance, the following steps must be observed within three (3) weeks of the time in which the alleged grievance occurred.

- a. The grievant should first discuss the matter with the person or persons directly involved, in an attempt to resolve the grievance through informal discussion.
- b. If there is no resolution, the grievant should discuss the matter with the department supervisor or director to whom those directly involved report (or if the department supervisor or director is directly involved, with their supervisor), who shall attempt to mediate an informal resolution.
- c. If there is no resolution through the department supervisor or director, the grievant should discuss the matter with the Dean of Students, who shall attempt to mediate an informal resolution.

- d. If reconciliation has still not been achieved, the grievant shall submit to the Non-Academic Grievance Committee, through the VPSA, a written statement of the grievance. The statement shall contain:
 - i. a brief narrative of the condition giving rise to the grievance, including a summary of any attempts at reaching an informal resolution to the matter;
 - ii. a designation of the parties involved; and
 - iii. a concise statement of the remedy requested.

2. Formation of the Committee

- a. At the beginning of each academic year, the VPSA shall choose three members and two alternates from among the University's full-time faculty and staff to serve on the Non-Academic Grievance Committee pool for that year.
- b. At the beginning of each academic year, the Executive Committee of the Student Government Association (SGA) shall select two students and two alternates to serve in the Non-Academic Grievance Committee pool for that year.
- c. A chair and vice chair will be selected from the faculty and staff members to serve for one year.
- d. Upon receipt of a written statement of a non-academic grievance, the VPSA shall notify the Committee Chairperson (or Vice-Chairperson if the grievance involves the Chairperson's area). The Committee is composed of a Chairperson (or Vice-Chairperson, as appropriate), two faculty/staff members and two students.

3. Committee Action

Upon receipt of the written statement of a non-academic grievance and the accompanying statement of response from the individual member named in the grievance, the Non-Academic Grievance Committee shall:

- a. Determine prior to considering the grievance whether discussions between the student, persons directly involved, department supervisor/director, and the Dean of Students have been exhausted in attempting to resolve the grievance informally. Such discussions must have been completed within three (3) weeks of the time in which the alleged grievance occurred, as outlined in section 1 above.
- b. Notify the parties named in the statement of the receipt of a grievance naming them; send a copy of the statement to the named parties and to all committee members; and request a written statement of response from the faculty/staff member (respondent) named in the student's grievance. The faculty/staff member's statement of response shall be received within five (5) working days of its request and shall contain the following:
 - i. a brief narrative of any attempts made between the grievant and respondent to resolve the matter

- informally, including the names of any mediators (department supervisor, director, and/or Dean of Students) involved; and
- ii. a response to the allegations made in the student's statement of grievance.
- c. Notify the grievant and respondent of their rights to challenge Committee members for cause and request early notification of challenge(s) to expedite the grievance procedures. Included in this notification will be a list of the names of Committee members. Any Committee members removed for cause shall be replaced by alternate members selected as in section 2, and the newly formed committee shall meet again to render a decision as to whether sufficient grounds are present to warrant a hearing.
- d. Determine whether grounds are present to warrant a hearing within five (5) working days after receiving the written statements of grievance. This decision cannot be appealed.
- e. Notify the grievant and the named parties of the committee's decision to hear the grievance in writing.
- f. If a hearing will be held, notify in writing all parties involved, including any witnesses, of the date, time and place of the hearing at least ten (10) days prior to the hearing date set.
- g. Inform the parties that the standard of proof rests with the grievant, and that each party may be accompanied to the hearing by a supporter. A supporter is a Bellarmine University faculty, staff or student who may not participate in the hearing unless specifically addressed by the Committee. The supporter cannot be one who is involved in the case or is related to any person involved in the case. The supporter may not address the panel. The standard of proof will be the preponderance of the evidence, which means that the information presented as a whole demonstrates that the occurrence of the alleged behavior was more probable than not.
- h. Request in writing from all parties involved any pertinent material deemed necessary for review by the Committee prior to the hearing, as well as the names of witnesses who will appear at the hearing or will submit a written statement on behalf of the parties involved. A written statement may be provided by a witness on behalf of any party involved in lieu of an appearance at the hearing, unless the Committee, after review of any such statement, deems an appearance at the hearing is necessary. Witnesses will not be allowed both to submit a statement and appear at the hearing unless the committee so requests. These materials, plus any additional materials either party chooses to submit, must be submitted to the Committee no later than two (2) working days prior to the hearing.
- i. All communications among the Committee, the grievant(s) and person(s) named in the statement of grievance will be confidential. Every effort will be made by Committee members to maintain confidentiality throughout the entire grievance process.
- j. The student has the right to review official documents in his/her grievance file. Official documents consist of materials that would be considered "educational records" under the Family Educational Rights and Privacy Act of 1974.

4. Hearing Process

All hearings conducted by the Non-Academic Grievance Committee shall be conducted confidentially in the following manner:

- a. The hearing shall be closed to everyone except the hearing officials (Committee members, recorder, and chief hearing officer), the grievant(s), respondent(s), supporter(s) and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing.
- b. The hearing shall be a private, internal review process that is informal but thorough.
- c. The grievant(s) and respondent(s) must be present during the information gathering portion of the hearing. If the respondent chooses to not attend, the committee will meet in his/her absence. Witnesses will be available and called when needed. The Committee reserves the right to allow the presence of a secretary or technical assistant, if needed.
- d. Any Committee member may question any of the participants at the hearing at any time during the proceedings.
- e. The grievant will present his/her statement and/or witnesses to the Committee.
- f. The respondent will present his/her statement and/or witnesses to the Committee.
- g. The grievant and respondent will have the opportunity to question the grievant and respondent(s) and witnesses about their statements.
- h. After all information is exchanged, all persons, other than the Committee members and the recording secretary, will leave the room. The grievant(s), respondent(s) and witnesses will continue to be available to the Committee should further information be requested.
- i. The Committee will meet in closed session to decide upon its recommendation(s) to the VPSA.
- j. The Committee shall submit its report with recommendation(s) to the VPSA. If the grievance directly involves the VPSA the report and recommendation(s) of the Non-Academic Grievance Committee shall be referred to the Provost. If the grievance directly involves the Provost, the report and recommendation of the Non-Academic

- Grievance Committee shall be referred to the President.
- k. The student's grievance will not be included as part of the student's record, unless it results in a change in student status or the student voluntarily inserts the information.

5. Decision

In the event a hearing is held and an appeal taken, the VPSA shall approve or reject the Committee's recommendation(s) within ten (10) working days after it is received, unless the VPSA feels that more information is necessary, in which case the VPSA may resubmit the case to the Committee for further findings prior to the decision. If the decision of the VPSA is not in accord with the Committee's recommendation(s), he/she shall state the reasons for that decision, in writing, to all persons directly involved in the grievance and to the Committee Chairperson (or Vice-Chairperson, as appropriate). The VPSA shall then take appropriate action to implement his/her decision.

6. Appeal

The Provost, within twenty-one (21) days after the VPSA's decision, may be petitioned by the grievant(s) or respondent(s) to reconsider the decision based only upon information clearly not available at the original hearing. Such an appeal is discretionary.

ADMINISTRATIVE STUDENT COMPLAINTS

Should an identifiable student wish to lodge a complaint about a campus service, program or activity, the individual lodging the complaint must do so in writing within 30 days of the event or action that gave rise to the complaint. Once a staff member receives the written complaint in relation to the service, program or activity, the complaint will be referred to the appropriate department director. The departmental director and/or his/her designee will investigate and attempt to resolve the issue. Complainants must receive a response within 15 days.

If no resolution is reached within 15 days, the student may prepare a written report of the issue and the response. The respective staff member involved or responsible for stated service, program or activity shall prepare a written response. The statement shall be submitted to the Vice President and/or his/her designee responsible for the office involved within 15 business days. The VP or his/her designee will be responsible for review and final ruling on complaint.

Each department will maintain an electronic file of all complaints to be reviewed as part of their annual departmental reports and disclosed to the appropriate supervisor.

If the complaint involves an act of discrimination or violation of the Code of Conduct, it will be referred to the Dean of

Students and/or his/her designee for investigation and resolution as outlined in the *Student Handbook*.

COMMUNITY STANDARDS & OBLIGATIONS

As members of the Bellarmine community, students, faculty and staff work cooperatively to achieve a common standard of academic excellence. A caring and safe atmosphere is central to providing an open environment for learning.

The rules and regulations of the institution are stated to assist each person in the development of a responsible lifestyle, in being respectful of the rights of others, and compatible with the norms of society and the mission of the University. All proceedings of the Bellarmine University community are intended to be educational and are non-adversarial as well as confidential. Provisions made for these proceedings are intended to be fair and thorough but informal at the same time and do not reflect the formalities of either civil or criminal conduct procedures.

The community conduct process is based on the concepts of fundamental fairness and reasonableness. This community is composed of all students, faculty, and staff members. When a member of the Bellarmine University community believes that the Community Standards and Obligations have been violated, the member may file charges through the proper channels. Incidents involving faculty members will be referred to the Provost. Incidents involving staff members will be referred to the Director of Human Resources. All incidents involving students will be referred to the Vice President for Student Affairs or a designee who has the responsibility for administering the Code of Conduct and all proceedings related to inappropriate student behavior, both on and off the University property. Non-students may be charged for violations of University policies. Recognized Student Organizations (RSOs) may be held responsible for the actions of individual members according to the standards set forth in the RSO Handbook.

Students are responsible for the behavior of their guests and are responsible for informing the guest of University policies. If a guest violates the University policy, the guest and host student are held responsible. Non-students having no affiliation with the University and who have violated University regulations shall be referred to the Dean of Students and may be referred to the relevant civil and/or criminal authorities for appropriate action. The University may, at any time, ban individuals from the Bellarmine campus. Records concerning student conduct are maintained in the office of the Dean of Students and in the Residence Life Office.

In establishing a responsible community, it is imperative that students, faculty, and staff assist in the enforcement of University regulations. Bellarmine University community members are

accountable to both civil authorities and to the University for acts that constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. At any point, students have the right to contact law enforcement.

CODE OF CONDUCT

Bellarmino students are expected to conduct themselves in a mature and responsible manner, showing respect for persons and property. The following is an illustrative list of inappropriate behavior that could occur both on and off campus, including all university-related travel and study abroad experiences, which will be considered cause for disciplinary action. This list is illustrative only and intended to give a guide to expected behavior. It cannot and does not include all behavior that may lead to disciplinary action.

1. Any form of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, and misrepresentation of one's work. Most cases of academic dishonesty will be processed through Academic Affairs. Please reference the academic course catalogue for more information about academic dishonesty.
2. Intentionally or recklessly harassing or causing physical harm to others or causing apprehension of harm. Harassment includes, but is not limited to, stalking, verbal harassment, hate speech, bullying, cyber-bullying, and verbal threats.
3. Intentionally or recklessly interfering with University functions, University sponsored activities, or any activity on University premises.
4. Violation of federal, state, or local laws and ordinances, or University policies including the residence hall contract. A student has 48 hours to notify the Dean of Students after being charged with violating a federal, state, or local law/ordinance whether it occurred on or off campus.
5. Theft, unlawful use or possession of property of the University or others.
6. Forgery, falsifying identification, and providing false information to University officials.
7. Intentionally or recklessly destroying, altering, or damaging University property or the property of others.
8. Unauthorized use of University property or facilities.
9. Unauthorized use or possession of fireworks, or incendiary, dangerous or noxious devices or materials or setting an unauthorized fire.
10. Unauthorized use or possession of firearms or dangerous weapons. On the Bellarmine campus, only authorized federal, state and local law enforcement officers are permitted to possess firearms or dangerous weapons.
11. Intentionally initiating or causing any false report, warning or threat of fire, explosion or other emergency; misusing or damaging fire or other safety equipment.
12. Hazing or behavior which creates a situation that may endanger mental or physical health, or involves forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any campus organization or group.
13. Conduct which is disorderly, obscene, lewd, indecent, or a breach of peace. This includes, but is not limited to, physical, electronic or verbal misconduct.
14. Failure to comply with the directions of University officials, which include student/staff personnel acting in the performance of their duties.
15. Abuse of the student conduct system including, but not limited to, filing a false complaint, abuse of student conduct proceedings, and/or violating the terms of a student conduct sanction.
16. Any demonstration of gang-related activity or affiliation.
17. Gambling (e.g., lotteries, betting on athletic events, numbers games, cards and dice).
18. Any form of sexual misconduct, which includes, but is not limited to: sexual harassment, stalking, dating violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or retaliation. Violations involving sexual discrimination and /or sexual misconduct may be heard separately from other code violations occurring at the same time. See the Sexual Discrimination and Misconduct Policy immediately following the section on Disciplinary Sanctions.

STUDENT CONDUCT PROCEDURES (NON-ACADEMIC)

All student conduct regulations, procedures, and sanctions established by the University shall be administered by the Dean of Students, a designee, or a panel. Any member of the University community may file charges under the Code of Conduct. Charges should be submitted in writing to the Dean of Students, Office of Public Safety, or Residence Life Office as soon as possible, but within two (2) weeks of the alleged misconduct. The Dean of Students has latitude to extend this deadline if deemed necessary.

The Student Conduct Procedures will be used to adjudicate student conduct cases involving alleged violations of the Code of Conduct. Minor deviations in these procedures, including failure to meet stated deadlines which do not significantly prejudice any party, shall not invalidate the procedure. A student who has been charged with a Code of Conduct violation, and thus alleged to be involved in an inappropriate behavior, will be afforded the following to assure fundamental fairness in the student conduct process:

1. **Notice** - to be informed in writing of the specific violation in which the student was allegedly involved. Such notice will be given at least three (3) days prior to the hearing, when appropriate and possible, and will include the time and place of the hearing. The notice will also include information regarding the student conduct process.

The hearing officer may extend the scheduling of hearings based on good cause (i.e., illness or reasonable delays). The hearing officer may consult with the complainant or the respondent prior to the hearing to review the charges and the student conduct procedures. The Dean of Students, Vice President for Student Affairs, or a designee has the authority to immediately suspend, pending the hearing, any student from the residence halls and/or the University. Students with disabilities who require accommodations for classroom activities may also qualify for accommodations during student conduct hearings. The student must notify the Dean of Students' Office two (2) business days in advance of the hearing if he/she qualifies for accommodations so that information can be confirmed and arrangements can be made through the director of Disability Services in the Student Success Center.
2. **File Access/Review** - the student has the right to review official documents in his/her student conduct file, whether they be the reporting party or the respondent. Official documents consist of materials that would be considered "educational records" under the Family Educational Rights and Privacy Act of 1974. Personal notes of University staff members are not included. The student must make an appointment with the Dean of Students and/or his/her designee and documents may be reviewed up to 24 hours before the hearing. No copies may be made from the file, the hearing officer or designee must be present, and the file may not be removed by any student from the office.
3. **Investigation** - Once a charge has been filed and investigated, the student will receive notice of the hearing to be conducted by the Dean of Students or designee(s), including, but not limited to, Residence Life staff, Student Affairs staff, and conduct panels composed of faculty and staff members. In cases of sexual misconduct, the school will conduct a full and timely investigation of the complaint. Typical investigations should normally take 60 calendar days following receipt of the complaint and will include investigation as to whether any other students also may have been subjected to sexual harassment or sexual misconduct. Participants will be updated throughout this process and other policy violations may, at the option of the Dean of Students, be handled separately.
4. **Hearing** - to have an opportunity to respond to the information, to present information, and to include relevant witnesses, during a fair and impartial hearing. The hearing shall be a private, internal review process that is informal, but thorough. Criminal law concepts do not apply to the student conduct process. Neither federal nor any state's rules of evidence apply in student conduct proceedings. The standard of proof will be the preponderance of the evidence; which means that the information presented, as a whole, shows that the occurrence of the alleged behavior was more probable than not. Conduct Panels are composed of one chief hearing officer, one faculty member and one staff member. Any real or perceived conflicts of interest between the parties will be disclosed prior to proceedings. In cases of sexual misconduct, a pre-hearing meeting is held for the complainant and the alleged respondent. The hearing shall be closed to everyone except the hearing officials (panel members, recorder, and chief student conduct officer), the accused student, the accuser, supporters, and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing. If the accused student fails either to appear or to provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student. The information in support of the charges will be presented and considered, and the case will be heard in a fair manner. Both the complainant and the respondent will be given the opportunity to indirectly question each other and all witnesses through the hearing officer(s) during the proceedings. Parents may be informed of charges if deemed necessary by the Dean of Students or a designee.
5. **Witnesses** - to be able to have witnesses speak or present material relevant to the case. It is the responsibility of the student charged and/or the student bringing charges to notify the witnesses of the hearing and to provide a list of the witnesses to the hearing officer at least two (2) business days prior to the hearing. Exceptions to the deadline may be determined by the hearing officers/panel. The University may also call witnesses. The student may review possible witness names 24 hours prior to the hearing. Witnesses are to be on site for the duration of the hearing, and will be called to provide his/her information as needed throughout the hearing.
6. **Supporter** - to have a Bellarmine University faculty member, staff member or student attend the hearing in the role of a supporter, but who is not permitted to speak in the hearing. The supporter cannot be one who is involved in the case or is related to any person charged. The person charged and the person making the charges may have a supporter present. The

role of the supporter is simply to lend emotional and personal support to the student involved in the student conduct process.

7. **Written Decision** - to have written notification of the findings of the hearing and the sanction(s), if applicable, within three business days of the hearing. In instances of sexual misconduct, the University will disclose the results of any student conduct proceeding concurrently to the complainant and respondent. In instances of crimes of violence, the University will disclose the results of student conduct proceedings upon receiving written request from the complainant in the Dean of Students' Office. If the alleged victim is deceased as a result of the crime or offense, Bellarmine will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
8. **Appeal** - the student may make a written appeal within three (3) days of being informed of a disciplinary sanction, when the result of the hearing is suspension or dismissal from the University or residence halls. In cases involving sexual misconduct, regardless of the result of the hearing, either the complainant or the respondent may make a written appeal within three (3) days of being informed of a disciplinary sanction. Appeals must be based on one or more of the following reasons:
 - a. Sanction proportionality - to determine whether the sanction was disproportionate to the offense committed, for which the student was found to be responsible.
 - b. New information - to consider new information that was not known at the time of the original hearing that, if introduced, would substantially impact the finding or sanction.
 - c. Procedural conformity - a claim that the hearing did not conform to the procedures outlined, and that substantially affected the outcome of the original hearing.

The written appeal must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the respondent wishes to include. Upon receipt of the written appeal, the other principal parties involved in the original hearing are notified and provided reasonable opportunity to respond in writing to the appeal. The principal parties include, but are not limited to, the Dean of Students, the chief student conduct officer, and any person(s) bringing charges against the student.

Validity of appeals for residence hall suspension or dismissal will be heard by the Dean of Students or a designee. Validity of appeals for University suspension or dismissal will be heard by the Committee on Student Appeals.

Appeals of residence hall suspension or dismissal will be heard by the VPSA or a designee. Appeals of University suspension or dismissal will be heard by the Committee on Student Appeals. This committee is composed of two students appointed

by the Student Government Association, one faculty member and two administrators appointed by the VPSA. The Appeals Committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original hearing, including, but not limited to previous hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision in the matter. The VPSA will notify the appellant of the decision within three working days of receipt of the recommendation from the Appeals Committee. In case of any crime of violence or sexual misconduct, both the complainant and the respondent will receive written notification of the outcome of the appeal. Students involved in an appeals process may be allowed to attend classes; participate in University activities, and use University facilities, unless their presence constitutes a clear and present danger to the University community or until the verdict is determined.

9. **Maintenance of Records** - Documentation of all proceedings, which may include written findings of facts, transcripts or audio recordings will be kept in a secured location. In cases which do not involve suspension or expulsion, the records will be destroyed after seven years. Cases involving suspension or expulsion will be stored indefinitely. Conduct records are kept separate from other academic records and are protected under the Family Educational Rights and Privacy Act (FERPA).

CONDUCT SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code of Conduct.

1. **Warning** - a notice that the student has violated University policy and is warned that further misconduct may result in more severe disciplinary action.
2. **On Notice** - if a student has violated a policy that warrants a more serious sanction than a Warning, but does not justify being placed on Probation, or if a student has already received two or more Warnings, the student may be placed "On Notice." Any further infractions would result in being placed on Probation or could justify suspension or dismissal from the University or residence hall without first being placed on Probation, depending on the incident.
3. **Probation** - a student may be issued a sanction of Probation for a relatively serious first offense or as the result of an accumulation of previous violations and sanctions. Probation may be either University Probation or Residence Hall Probation.

Probation is for a designated period of time and includes the probability of more severe student conduct sanctions if the student is found to be in violation of any University policies during the probationary period. Residence Hall Probation means that further violation of residence hall policy will result in suspension or dismissal from the residence halls. University Probation means that further violations of University policy will result in suspension or dismissal from the University.

4. **Parent/Legal Guardian Notification** - in accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, amended in 1998, the University has a right to notify parents/legal guardians if a student under the age of 21 has violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.
5. **Campus Involvement Restrictions/Good Standing Status** - a student found in violation of University or Residence Hall policy with a sanction of probation or suspension may no longer be considered in "good standing" with the University and may have her/his campus involvement restricted, suspended or eliminated (e.g., athletic competition, honors program involvement, scholarships, student organization leader/officer, or other privileges deemed appropriate). The Dean of Students, in consultation with other appropriate University personnel, will determine this on a case-by-case basis, depending on the severity of the violation and the student's conduct record.
6. **Loss of Privileges** - denial of specified privileges for a designated period of time.
7. **Educational/Developmental** - the student may be required to present a program, attend counseling sessions, write a paper, or engage in other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program.
8. **Fines** - fines may be assessed, depending on the incident.
9. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service, monetary, or material replacement.
10. **Discretionary Sanctions** - work assignments or service to the University or community.
11. **Residence Hall Relocation** - the student may be required to move to another room, floor, or residence hall. The student may

also be limited in his/her selection of a room, suite, or building during the room selection process for the following year.

12. **Residence Hall Suspension** - separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. This means the student may not live in the halls but may visit the halls during normal visitation hours.
13. **Residence Hall Dismissal** - permanent separation of the student from the residence halls.
14. **Held in Abeyance** - the student is already on University or Residence Hall Probation and is informed that the decision to suspend or dismiss him/her is being suspended. This is rarely used and is a very serious sanction, as any further violation would result in suspension or dismissal.
15. **University Suspension** - separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. A fourth alcohol-related offense may result in University Suspension.
16. **University Expulsion/Dismissal** - permanent separation of the student from the University.
17. **Campus Ban** - Student is not to be on any campus property. This ban includes the residence halls, academic buildings, athletic facilities, and school grounds. If student is seen on campus property, the appropriate authorities will be contacted and student may be arrested for trespassing.

MEDICAL AMNESTY POLICY

When a student's health or safety are in jeopardy due to alcohol consumption or drug use, immediate medical attention should be sought by calling 911 or the Office of Public Safety at 502.272.7777. Student welfare is a primary concern of Bellarmine University. The medical amnesty policy is in place in order to promote the health and safety of all Bellarmine University students, especially in situations involving medical risk from alcohol poisoning, drug overdose, and/or physical injury. Any student who calls 911, the Office of Public Safety, or another campus resource seeking medical assistance for themselves or another student needing emergency attention may not be cited for an offense under the student Code of Conduct. Bellarmine University may not pursue conduct processes for the student needing the medical attention and the student calling for assistance.

In lieu of participating in the conduct process the student(s) involved in the situation will be required to complete an educational program and may need to meet with University personnel. Parental notification may also be issued. Repeated incidents involving the same individual may result in a more escalated response on the part of the University.

Bellarmino University's medical amnesty policy does not prevent conduct action for alleged violations of the Code of Conduct unrelated to the alcohol and/or drug policies that may occur during an incident. This policy also has no bearing on actions by outside law enforcement or emergency management personnel.

INVOLUNTARY WITHDRAWAL POLICY

The Dean of Students and/or his/her designee may require a student to involuntarily withdraw under the following circumstances: when the conduct of any student poses a significant risk to the health or safety of others in the community, and that risk cannot be eliminated by a modification of policies, practices or procedures or by the provision of auxiliary aids or services. Upon evidence of such a potential risk, the Dean of Students may require an assessment of the student by a medical or mental health care professional in order to determine the degree to which the student and/or his/her conduct, actions or statements may pose a significant risk to the community, and the nature, duration and severity of the risk. At the assessment the student may be asked to sign a release to allow the healthcare professional conducting the assessment to communicate the findings to stakeholders in the campus community. The student's parents/guardians may also be notified of the decision to require such an assessment, as appropriate.

Before a decision is made to require involuntary withdrawal, a hearing will take place with the Dean of Students or his/her designee and the student of concern. In a situation where safety is of immediate concern, the Dean of Students or his/her designee may take interim steps (including but not limited to suspending the student or restricting the student's access to housing or programs) pending a final decision regarding the student; under such circumstances, the student will be given written notice of the interim action and the reasons for such action, and will be given an initial opportunity to address in writing the truth or accuracy of the reasons given for the action, with the hearing to be held later.

The student will be provided written notice of the hearing at least three (3) days prior to the hearing. If the student fails to appear or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the student. During the hearing, the student will have the opportunity to present information and include relevant witnesses. Private attorneys and parents may not be present at the hearing.

The Dean of Students will notify the student in writing of the decision within three (3) business days of the hearing. Students may appeal this decision to the Vice President for Student Affairs. In order to appeal, the student must submit a written appeal to the Vice President for Student Affairs within three (3) business days, which must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the student wishes to have considered. The Vice President for Student Affairs shall review the information presented by the student and shall make the final decision as to whether or not the involuntary withdrawal is upheld within five (5) business days of receiving the written appeal from the student.

In considering whether an involuntary withdrawal is required, an individualized and objective assessment will be undertaken to determine: 1) the nature, duration and severity of the risk; 2) the probability that injury will occur; and 3) whether reasonable modifications of policies, practices or procedures can mitigate the risk. The decision will be based on a reasonable medical judgment, relying on the most current medical knowledge or the best available objective evidence.

This Involuntary Withdrawal Policy shall be applied to all students who engage in behavior or conduct which poses a significant threat to the health or safety of others, regardless of whether the student has a disability or is perceived as having a disability.

Conditions for Re-enrollment after Involuntary Withdrawal

Because involuntary withdrawal applies to cases in which there is a concern about the health or safety of others in the community, the Dean of Students and/or his/her designee may require a student to provide evidence that his or her conduct no longer poses a significant risk to the health or safety of others in the community. This may include requiring a student to be evaluated or re-evaluated by a health care or mental health professional. A student seeking readmission must submit to the Dean of Students Office a written request for readmission and any requested documentation from health care or mental health provider(s) indicating the readiness to return.

The student may be asked to meet with the University Counseling Center and/or Health Services prior to approval. Once approved for readmission by the Dean of Students Office, the student must reapply with the University Admissions Office.

MANDATORY HEALTH ASSESSMENT

Bellarmino University considers the safety and welfare of Bellarmine students, faculty and staff members a top priority. In situations when a student's conduct, actions and/or statements pose a serious, legitimate concern of harm to the student's own health and safety or the health and safety of others, a student may be asked to complete a mandatory health assessment.

The Dean of Students' Office may require a student to undergo an assessment with a health care professional(s) designated by

the University within a specified period of time. The purpose of this assessment is to ascertain the level of potential harm that the student's conduct, actions and/or statements pose to the safety of himself/herself or others. At the assessment the student may be asked to sign a release to allow the healthcare professional conducting the assessment to communicate the findings to stakeholders in the campus community. The student's parents/guardians may also be notified of the decision to require a mandatory assessment, as appropriate.

SEXUAL DISCRIMINATION & MISCONDUCT POLICY

Philosophy

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime which is unique in its physical and mental impact upon the alleged victim. When it occurs at Bellarmine University, it is also a flagrant violation of University standards and will not be tolerated.

The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct. Sexual activity should be explicitly agreed upon by both parties. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. In addition, the use of alcohol or other mind-altering substances by either party does not have to be known by both parties for the offense to be considered sexual assault or sexual misconduct. Wanton, unacceptable conduct will be addressed severely for the good of the students and the academic community.

Students who violate this policy will be disciplined under the University's Code of Conduct and may be prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, Bellarmine retains the right to proceed with disciplinary action at any time, and the University need not await the dispensation of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. This policy applies to student on student allegations only.

Definitions

The following definitions are offered to inform the Bellarmine University community of the various types of sex offenses that occur most frequently on college campuses. If the institution reasonably should know about student-on-student harassment that creates a hostile environment, immediate action will be taken to eliminate the harassment, prevent recurrence, and address effects, even if the harassment occurred off campus or is reported by a third party.

Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Incapacitation
5. Sexual Exploitation
6. Stalking
7. Dating Violence
8. Domestic Violence
9. Consent
10. Force
11. Retaliation in connection with any of these offenses

1. Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it,
- Has the effect of unreasonable interference with, denying or limiting someone's ability to participate in or benefit from the University's educational program and/or activities and is
- Based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

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

2. Non-Consensual Sexual Contact is

- Any intentional sexual touching,
- However slight,
- With any object,
- By a man or a woman upon a man or a woman,
- That is without consent and /or by force.

Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse is

- Any sexual intercourse
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Incapacitation: Sexual activity with someone who one should know to be- or based on the circumstances should reasonably have known to be- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, when, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, alcohol, from the taking of rape drugs, is under the age of 16, or other reasons.

5. Sexual Exploitation: Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio taping of sexual activity;
- Unauthorized sharing or distribution of digital video or audio recording of nudity or sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

6. Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their personal safety or the safety of others;
- Suffer substantial emotional distress
- Pervasive and ongoing

7. Dating Violence: Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship

8. Domestic Violence: Domestic violence is a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the Violence Against Women Act (VAWA)], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

9. Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. The responsibility to obtain consent rests with the initiator of the activity. Consent is defined as informed, freely and actively given, mutually understandable words or actions. A person has the right at any time to say “no” to sexual activity and that “no” means “no.” Verbal communications of nonconsent, nonverbal acts of resistance or rejection, or mental incapacitation of the alleged victim due to any cause including the alleged victim’s use of alcohol or drugs constitute a lack of consent. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity
- Previous relationships or prior consent cannot imply consent to future sexual acts.

10. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone whom one should know to be or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction.).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs of any kind. Possession, use and/or distribution of any of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

11. Retaliation: Retaliation is any adverse action against a student who reports discrimination or sexual misconduct, files a complaint, assists someone in reporting or filing a complaint, participates in an investigation or hearing of a complaint, or protests what he or she considers to be discrimination or sexual misconduct under this Policy, where the intent of the action is to intimidate, coerce or otherwise deter the student from exercising his or her rights under this Policy. Retaliation includes, but is not limited to, verbal threats, physical abuse or different treatment because of the student’s exercise of his or her rights.

Reporting Procedure for Sexual Discrimination and Misconduct Cases

If a student assault occurs, it should be reported to the Office of Public Safety, the Dean of Students, Residence Life, Health Services, or the Counseling Center. If a faculty or staff assault occurs, it should be reported to the Office of Public Safety or Human Resources (www.bellarmine.edu/hr/misconduct.aspx). Privacy will be maintained unless another student is involved or a potential risk of harm to self or others exists; reports to Health Services or the Counseling Center will be kept confidential, to the extent possible. Information will

be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made or temporary, indirect, or direct action taken. Assaults that occur by an assailant not affiliated with the University and/or off-campus should be reported to local police (911). If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided.

When an alleged sexual assault is reported, campus resource persons will notify the reporting party of the range of resources and alternatives available to him/her both on campus and in the Louisville community. The discussion should include encouraging the reporting party to report the incident to law enforcement authorities. The University can help arrange a meeting with law enforcement authorities and will accompany and support the alleged victim during the meetings.

In instances where reports of sexual discrimination or misconduct are found to be falsely made, the reporting party may be charged with a violation of the Student Code of Conduct, specifically, providing false information to University Officials.

Informal Action

1. Immediate medical attention (U of L Hospital has the most comprehensive rape response unit). Refer to subsection on Medical Attention.
2. Referral to free, trained therapists.
3. Access to legal advocacy.
4. Access to printed information to enable informed decisions regarding crime and assistance, and criminal and disciplinary proceedings.
5. No mediation will be used to resolve sexual assault complaints.

Formal Procedures

The reporting party is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to receive services that enhance recovery. Once an informal or formal report has been made, a prompt, thorough, and impartial inquiry by the University will occur. Law enforcement inquiries do not relieve the school from the need to conduct an inquiry. The University will inform and obtain consent from the reporting party before beginning an inquiry. If the reporting party requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint, consistent with the request for confidentiality or request not to pursue an inquiry. If a reporting party insists that his or her name or other identifiable information not be disclosed to the responding party, the University will have limited ability to respond to the complaint, but will pursue other steps to limit the effects of the alleged offense and prevent its recurrence. If the reporting party continues to ask that identifiable information not be revealed, the University will evaluate that request in the context of

its responsibility to provide a safe and nondiscriminatory environment for all students. Bellarmine will inform the reporting party if it cannot ensure confidentiality. The reporting party has the option to participate in conduct procedures without being physically present through written statement, phone conference, or other means.

A student who has been sexually assaulted may pursue a complete professional inquiry before making a decision about how to proceed with the case. The pendency of criminal proceedings shall not be grounds for appeal of any findings or sanctions based on the responding party's failure to attend or speak at the hearing. The reporting party always has the right to contact LMPD at any point. Not all incidents of sexual assault result in criminal proceedings. In some cases, the reporting party chooses not to press criminal allegations. In other cases the prosecutor may decide that there is insufficient evidence to meet the burden of proof "beyond a reasonable doubt."

Whether or not criminal proceedings are initiated, campus conduct proceedings will be started when the information warrants. The pendency of criminal proceedings shall not be grounds for appeal of any findings or sanctions based on the responding party's failure to attend or speak at the hearing. The University will request the presence of any witnesses identified by the reporting party or responding party. Please see the Student Conduct Procedures section of this handbook for additional information. This will be discussed with the student. The University will request the presence of any witnesses identified by the reporting party or responding party to provide statements during conduct procedures. A reporting party's identity will be kept confidential as much as possible and only released on a need to know basis.

RIGHTS OF REPORTING PARTY AND RESPONDING PARTY

Rights of Reporting Party

The reporting party's rights include, but are not necessarily limited to, the following:

1. The right to end the informal process at any time and begin the formal stage of the complaint process.
2. The right to confer with an advocate of not more than one person to be chosen by the reporting party from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the reporting party may have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson of the hearing panel.
3. The right to make his or her statement without being in the presence of the responding party in the hearing.
4. The right to make an "Impact Statement," which is an oral statement that describes the effect that the incident has had

5. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
6. The right to have witnesses (other than character witnesses) submit written statements.
7. The right to withdraw a complaint at any time prior to the imposition of sanctions.
8. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.
9. The right to file a complaint with law enforcement at any point.

Rights of Responding Party

The rights of the responding party include, but are not necessarily limited to, the following:

1. The right to confer with an advocate of not more than one person to be chosen by the responding party from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the responding party might have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson to the Hearing Panel.
2. The right to make his or her statement without being in the presence of the reporting party in the hearing.
3. The right to be informed of the allegations in writing, the time and place of the offense, and his or her reporting party.
4. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
5. The right to have witnesses (other than character witnesses) submit written statements.
6. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.

Student Conduct Procedures

Refer to the Community Standards and Obligations section of the *Student Handbook* for a complete outline of the student conduct procedures. Both the reporting party and the responding party shall be informed of the outcome of any campus student conduct proceeding alleging a sex offense. However, in accordance with the provisions of the Family Educational Rights and Privacy Act, the alleged reporting party must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

Possible Sanctions

For cases involving sexual assault, sexual misconduct, stalking, dating violence, and/or domestic violence, conduct sanctions may include probation, residence hall suspension, university suspension, or university expulsion.

Prevention of Recurrence & Retaliation

The University owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. The University prohibits retaliation of any sort. Any act of retaliation including, but not limited to, harassment, abuse, threat, or intimidation toward the reporting party, the responding party, or any witness who makes a report is forbidden. Such behavior should be reported to the Office of Public Safety, the Dean of Students, or local law enforcement. The Dean of Students' Office or a designee shall be responsible for contacting reporting parties to determine if retaliation has occurred.

Interim Protective Orders - When a report has been filed and both parties have been informed of the allegations, the University may remove the alleged responding party from his or her living arrangement, pending the hearing. Alleged reporting parties may also request a campus escort. In addition, the Dean of Students or his/her designee may issue an interim "no contact" order to help ensure that the alleged reporting party is not harassed by the alleged responding party. All forms of contact between the alleged victim and responding party will be prohibited. Harassment by either party or their acquaintances will also be prohibited. Such interim measures will be in effect through the end of the student conduct hearing process, and may be extended after the hearing.

Living Arrangements - When the alleged reporting party and the alleged responding party in a sexual assault case live in campus housing, alternative living arrangements for the responding party and/or the alleged reporting party may be made when reasonably available and if so requested by the alleged reporting party. Unless otherwise requested by the reporting party, the alleged responding party will, most likely, be the one to move as the alleged reporting party can be further victimized by having to move.

Academic Considerations - Should the alleged reporting party and alleged responding party be enrolled in the same class, alternative class assignments may be made when reasonably available, and if requested by the alleged reporting party.

Recommended Action

The purpose of this material is to provide information and assistance to alleged reporting parties of sexual assault and sexual misconduct, and persons who may come in contact with an alleged reporting party. The University encourages reporting all incidents of assault to Security. On-campus sexual assault or sexual misconduct should also be reported as quickly as possible to a campus resource person.

Preserving Evidence

All minutes from conduct hearings resulting in suspension or expulsion will be maintained in a locked and secure location indefinitely.

All other records from conduct hearings will be maintained for a period of seven years. After seven years, materials from incidents not resulting in suspension or expulsion will be destroyed.

Campus Resources

- Lynn Bynum, Title IX Coordinator: 502.272.8236, lbynum@bellarmine.edu, CNHH 202B
- Melanie Brunson, Asst. AD for Compliance: 502.272.8408, mbrunson@bellarmine.edu
- Elizabeth Cassidy, Asst. Dean of Students: 502.272.8150, ecassady@bellarmine.edu
- Patrick Englert, Asst. Vice President for Student Affairs: 502.272.8323, penglert@bellarmine.edu
- Dr. Jay Gatrell, Vice Provost: 502.272.8259, jgatrell@bellarmine.edu
- Joan Hughes, Benefits Manager, HR: 502.272.8435, jhughes@bellarmine.edu
- Jim Vargo, Director of Track/Cross Country: 502.272.8042, jvargo@bellarmine.edu
- Office of Public Safety: 502.272.7777
- Vice President for Student Affairs: 502.272.8304
- Dean of Students: 502.272.8150
- Counseling Center: 502.272.8480
- Health Services: 502.272.8493
- Director of Residence Life: 502.272.7273
- Anniversary Hall: 502.899.7405
- Petrik Hall: 502.272.7017
- Kennedy/Newman Halls: 502.272.7491
- Siena Complex: 502.272.7501
- BU Properties (1816 Norris): 502.272.7501

The best **off-campus resource** is the Center for Women and Families, 1.844.237.2331 (24 hour Domestic Violence and Rape Crisis Line 502.581.7222). There an individual can receive counseling and/or be directed to a safe place if the individual feels they are in danger of further harm.

Making decisions and regaining control are important to the healing process after an offense. The choice of how to proceed after the assault belongs largely with the alleged reporting party. The following are a number of factors to consider.

Emotional Trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and places where support is available while one is recovering. The University Counseling Center is the best on-campus resource for students.

Medical Attention is critical. Even if the alleged reporting party ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body;
2. Douching;
3. Brushing teeth;
4. Drinking liquids;
5. Changing clothes or changing sheets before seeking medical help; and
6. Putting anything in the mouth (gum, cigarettes, mints).

A particularly well-equipped emergency room with a Sexual Assault Response Team is located at University of Louisville Hospital.

At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. A alleged victim should bring a change of clothing to wear home. The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press allegations.

University of Louisville Hospital

530 S. Jackson St. Louisville, KY 40202

Directions: Turn right onto Newburg Rd. /KY 1703 and continue to follow northwest 1.6 miles. KY 1703 becomes Baxter Ave. Turn left onto E. Broadway and follow for 1 mile. Turn right onto S. Jackson St. and end at 530 S. Jackson St.

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help alleged victims decide what further steps may be taken following an assault. The best resources are the Center for Women and Families and the University Counseling Center.

Note to Friends, Faculty, and Staff

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the alleged victim will not report the offense, anyone with knowledge of the assault may inform the Dean of Students and/or the University Counseling Center that a sexual assault has occurred.

Campus Statistics

In compliance with the Campus Security Act and the Higher Education Amendments of 1998, Bellarmine University annually publishes statistics on campus crimes, including reported sex offenses. These statistics are located in the back of the *Student Handbook*.

Educational Programs

To foster awareness of sex offenses, unhealthy relationships, and alleged victims' options, and to promote responsible behavior, Bellarmine University offers educational sessions through representatives from the following areas: Office of Public Safety, Health Services, Counseling Services, Campus Ministries, the Dean of Students Office, and Housing and Residence Life. These programs are offered to Bellarmine University students, faculty, and staff on an ongoing basis. Additional programs are offered specifically to residential students.

PROTEST & DEMONSTRATION GUIDELINES

One of Bellarmine University's greatest mentors, Thomas Merton, taught that prayer and contemplation would create a special relationship with God and inevitably send us toward action for the good of the world, especially for those on the margins whose voices are often unheard. Inspired by this concept of faith moving communities toward action for the common good, the University is an ideal gathering place for peaceful demonstrations which call attention to injustice. Such assembly calls us to question, to study, and to learn so that we might participate in changing the world for good. This policy statement is designed to give direction to those who wish to organize such assemblies.

Procedures for Demonstration and Protest:

For the purposes of this policy, a demonstration is defined as: A public meeting or march against something or expressing views on a political issue. A protest is defined as: A public action expressing disapproval of or objection to something.

All demonstrations and protests must be registered with the Dean of Students' Office and also must observe the following guidelines:

1. All demonstrations and protests must be peaceful and orderly.
2. Only members of the University community may organize or lead a demonstration or protest on campus.
3. Demonstrators and protestors may not impede the freedom of the University community.

Infractions of University policy at these events, as with all infractions, are addressed using the procedures outlined in the Code of Conduct. Persons wishing to express their opinions, distribute materials, or assemble on campus in accordance with the state and federal constitution in relation to their right to free speech must submit an Application to Schedule Facilities form. This form can be obtained from the Dean of Students' website at <http://www.bellarmino.edu/studentaffairs/dean/> and must be submitted one week before the event is scheduled to occur to the Dean of Students' Office. The application includes the following:

- Name of group demonstrating/ protesting

- Date, time, and requested location
- Description of the purpose of the activity
- Number of anticipated participants
- Campus organization sponsoring the event
- Off campus group affiliation (if applicable)
- Contact information for campus community member or organization sponsoring the event

Demonstrations and protest locations will be decided upon in conjunction with the Dean of Students Office. The person who submits the application must be present during the event. Given the size and nature of the demonstration/protest, security personnel may be asked to help facilitate the event at the cost of the organizing group. Student Affairs staff members will be present throughout student demonstrations/protests to provide support for students involved. The sponsoring of events by any University student, faculty or staff organization is not to be construed as an endorsement by the University or by the sponsoring group.

Any group wishing to participate in a protest and/or demonstration on the Bellarmine campus that is not affiliated with Bellarmine University must be sponsored by a Bellarmine student group, faculty or staff member. Groups must also complete the Application to Schedule Facilities form found on the Dean of Students' website one week prior to the event and follow all procedures outlined in the general policy. The application must be approved before the event may occur.

BIAS-RELATED INCIDENTS

Bellarmino University values and celebrates the diverse backgrounds, cultures, experiences and perspectives of our community members. Bias-related incidents, including slurs based on racial or ethnic identity, faith tradition, gender identity, sexual orientation, ability and others create, a hostile educational, living and working environment and such acts are not tolerated in our academic community.

The term "bias-related" refers to language, behaviors and acts that demonstrate discrimination or hate against persons or groups because of any of the following identity categories (perceived or otherwise): ability, age, faith tradition, gender, gender identity, race, sexual orientation, or national or ethnic origin. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy.

Bias Response Team

The Bias Response Team (BRT) is made up of staff who are available to support and guide students seeking assistance in determining how to handle an alleged bias incident. Members of the BRT also assist the University in documenting and reporting incidents that occur on campus. Bias incident data will be used to develop community educational and outreach programs. Bias incidents addressed by the BRT include any actions that

are motivated by bias, even if they do not include the elements required to prove a hate crime* or a violation of University policy. **Hate Crimes – Are crimes in the state of Kentucky (KRS 164.948(3)) in which the victim was intentionally selected because of an actual or perceived prejudice.*

The BRT assists students in determining whether a violation of law or University policy may have occurred and may refer students to additional resources as well as providing incident reports to the Dean of Students office for alleged code of conduct violations.

Reporting Bias

If you experience or witness a bias-related incident contact the Office of Public Safety at 502.272.7777, which is open 24 hours a day, 7 days a week. You will be put in contact with a **Bias Response Team Member**. A Bias Response Team member will promptly review all bias incident reports and treat the reports in the highest level of confidentiality possible. You may also report a bias-related incident by completing the Bias Incident Report form located at www.bellarmino.edu/studentaffairs. For more information about bias-related incidents or BRT's contact Patrick Englert, Assistant Vice President for Student Affairs, at penglert@bellarmine.edu or 502.272.8323.

POLICY ON ALCOHOL

Preamble

The use and especially the abuse of alcohol can pose a serious threat both to the full development of the individual person and the educational environment, which includes not only the campus community but the neighborhood and surrounding community.

Federal regulations (Federal Drug Free Schools and Communities Amendments of 1989) require notification of the following: unauthorized distribution, possession, or use of any controlled substance or illegal drug as defined by the Kentucky Revised Statutes; providing alcoholic beverages to individuals under twenty-one (21) years of age; possession or use of alcoholic beverages by individuals under twenty-one (21) years of age; and unauthorized possession of an open container of an alcoholic beverage, public intoxication; unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Bellarmine University premises or at Bellarmine University sponsored activities.

This policy and the related procedures outline the University's responsibilities and the responsibilities of those who work, study, or congregate at the University. This policy applies to students in all academic-related activities and environments on and off campus. Care has been taken to outline these responsibilities, to allow each member and guest of Bellarmine University to assume the respective responsibilities attendant to his or her status with Bellarmine University.

Risks Associated with Alcohol and Drug Use

All substance use poses some degree of health risk. The level of risk is dependent on the type of substance, frequency, and amount used; interactions with other medications/substances, and individual risk factors including family history, previous substance abuse history, and health conditions (e.g. depression, pregnancy, diabetes, heart disease). For more information about alcohol and drugs and/or to take a free alcohol abuse screening, please visit the following site: www.bellarmine.edu/studentaffairs/counselingcenter/alcoholdrugs.

Counseling and Treatment Resources

- Bellarmine University Health Services
502.272.8493 or www.bellarmine.edu/studentaffairs/healthservices
- Bellarmine University Counseling Center
502.272.8480 or www.bellarmine.edu/studentaffairs/counselingcenter
- Alcoholics Anonymous
502.582.1849 or www.louisvilleaa.org
- Jefferson Alcohol & Drug Abuse Center
502.583.3951 or www.sevencounties.org

Alcoholic Beverage Policy

The following information and guidelines apply to all Bellarmine University students, friends, and guests attending events sponsored by the University. They have been established to provide for the growth of the individuals as persons and to provide for the preservation and enhancement of the environment and communities within which this growth occurs.

Those who engage in substance abuse may be referred to appropriate internal and external assistance programs. The University provides counseling and referral services to students through the Counseling Center. Information on this program can be picked up in the Counseling Center, 502.272.8480.

State and City Laws

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in the State of Kentucky.

Students who are cited for violations of such laws or ordinances by state or municipal authorities also may face University disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the University. The laws of the Commonwealth of Kentucky are applicable to every person on the Bellarmine University campus, regardless of his or her state or country of origin.

The following are important Kentucky and City of Louisville laws or ordinances:

1. It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverages.
2. It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present himself or herself to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over twenty-one (21) years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.
4. It is illegal for any person to request anyone over twenty-one (21) years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
8. It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts.

A City of Louisville ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Louisville.

The penalties for violating the above laws and ordinance are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

UNIVERSITY REGULATIONS GOVERNING THE USE OF ALCOHOL

The following regulations govern the use of alcohol on the Bellarmine University campus:

1. The use or possession of alcoholic beverages is allowed at on-campus and off-campus student sponsored events or at University-sponsored activities for students when approved by the Director of Student Activities and the Dean of Students. A student-sponsored event includes, but is not limited to, private parties and events at which University or student organization funds or resources are used. This policy applies, therefore, to all out-of-state travel or travel abroad, regardless of the alcohol policies/laws that exist elsewhere.
2. Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness, as commonly defined by slurred speech, erratic behavior and physical coordination difficulties,

is prohibited. In addition, disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or other infringements of the rights of others as a result of alcohol use is prohibited.

3. Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the Booster Room or one of the rooms provided for entertaining guests.
4. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.

Alcohol Policy Violations and Sanctions

Each violation of the University Alcohol Policy will be reviewed according to the University's Code of Conduct. The following sanction per alcohol policy offense will be used as guidelines and are not requirements. The sequence of sanctions below may not be followed for more severe policy violations (e.g. excessive amounts of alcohol). Failure to meet the terms of any sanction in the allotted time period will result in further disciplinary action, including additional sanctions and/or fines.

First offense - Warning and completion of AlcoholEDU for Sanctions within time frame allotted by Hearing Officer, Substance Education Fund Fine of \$100. Bellarmine University provides students educational resources and opportunities to change their behavior on their own. However, the Dean of Students or his/her designee may choose to notify parents/guardians*, depending upon the severity of the offense.

Second offense - Substance Education Fund fine of \$150 and Parental Notification*.

Third offense - University Probation and Parental Notification*

Fourth offense - University Suspension

Additional sanctions may be assigned as deemed necessary by the appropriate student conduct body. Additional sanctions may include, but are not limited to, assignment of community service hours, residence hall probations, educational sanctions, restitution, etc.

**In accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, the University has a right to notify parents/legal guardians if a student under the age of 21 violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University of Residence Hall Probation or higher.*

Advertising and Marketing of Alcohol

Bellarmine University does not permit the advertisement or promotion of the availability of alcohol at social functions as an attraction of the event, nor does it permit the marketing of alcoholic beverages by manufacturers or distributors, or by clubs, organizations, departments or divisions of the University.

Legal and Responsible Use of Alcohol for Registered Students, Organizations and Special Student Events

The right to acquire, possess, and consume alcoholic beverages is limited by state laws that establish minimum drinking ages, drinking and driving laws, and public intoxication laws. The possession, sale, use or consumption of alcoholic beverages, while on or off campus or during an RSO sponsored event must be in compliance with all applicable laws of the state, province, county, city, and institution.

Bellarmine University has also established policies on alcohol use on campus and off campus by student groups. It is incumbent on students, faculty, and staff to become knowledgeable regarding these policies for planning programs and events for a department or organization, including Registered Student Organizations (RSOs).

STUDENT ORGANIZATIONS & ALCOHOL

The following information and guidelines apply to all Bellarmine University students, friends and guests attending events sponsored by student organizations registered with the Student Activities Center.

Advertising and Marketing of Alcohol

Bellarmine University does not permit the advertisement or promotion of the availability of alcohol at social functions as an attraction of the event, nor does it permit the marketing of alcoholic beverages by manufacturers or distributors, or by clubs, organizations, departments or divisions of the University.

Legal and Responsible Use of Alcohol for Registered Students, Organizations and Special Student Events

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Education Requirement

The education requirement pertains to those RSOs that plan to serve or consume alcohol at any student event both on and off campus. An organization that wishes to sponsor an event where alcohol will be served must schedule a time to attend an Alcohol Awareness Education Program. This request can be submitted to the Director of Student Activities or his/her designee. Educational Programs will only be offered as needed. Fifty percent or 15 members of each RSO, along with RSO presidents and event chair,

must have documented attendance at the program. The President of the RSO and/or the Advisor must sign an Acknowledgement and Review Statement indicating that Alcohol Guidelines have been reviewed with their membership. If a group does not meet the education requirement and documentation is not submitted at least two weeks prior to the event, no further events involving alcohol will be scheduled until the education requirement is met.

Event Notifications and Guidelines

All RSOs must send appropriate prior notification to the Director of Student Activities regarding events where alcohol will be served or consumed. The Event Request Form can be found on U Knight. This form must indicate anticipated attendance at the event and what safety and security measures will be taken. The Event Request Form must be submitted a minimum of two weeks (14 days) in advance of the event. Events may be cancelled or alcohol will not be permitted if notification is not given. Event Request Forms must be approved by at least one advisor or approved substitute of the sponsoring RSO. At least one advisor that has signed the form must be present for the entire length of the event.

Any organization holding an event where alcohol is served must have their promotional materials approved through the Director of Student Activities or his/her designee. The promotional materials may not advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written, or verbal references to alcohol (BYOB or names of alcoholic beverages). Promotional materials may state that beverages will be provided with a valid ID but the font must be the smallest of all fonts appearing on the advertisement. In accordance with state law, no one under the age of 18 is allowed at an event where alcohol is furnished unless a Bellarmine ID is presented.

Student groups, organizations, or clubs which sponsor an event where alcohol is sold/served may not use University funds including SBF funds to purchase or provide by any means alcoholic beverages for the event.

Alcohol at the event must be served by a third party vendor. Event participants may not serve themselves or others alcoholic beverages. The third party vendor must utilize trained bartenders for all events that are held in licensed facilities and/or that require a one-day license. All bartenders must be certified by programs such as T.I.P.S., Servsafe, or other alcohol server programs. RSOs must submit documentation to the Student Activities Center from the third party vendor verifying that their staff has been certified through one of those programs. This documentation must be submitted at least two weeks prior to the event. The bartender and the university staff member/advisor on site reserves the right to refuse service to anyone that is visibly intoxicated and/or under the influence of illegal substances. The sponsoring organization must ensure that the serving of alcoholic beverages ceases at least one hour before the scheduled end of the event.

In addition to the documentation required by our office, any RSO that plans to host an event on university property where alcohol will be sold must obtain a Louisville Metro Government Special Events License, which must be processed through the Bellarmine University Purchasing Manager's Office at least two to three weeks prior to your event. Once this license is confirmed, a copy of the license must be submitted to the Student Activities Center.

Non-alcoholic beverages and accessible food must be made available by the organization. Those attending events on or off-campus are prohibited from taking alcohol to or from the designated location/area of the event and those having their own containers are prohibited from entering an event with the container.

A reasonable number of non-drinkers as determined by the Director of Student Activities or his/her designee from the sponsoring organization must be designated to serve as monitors for the event. Monitors patrol events and assist with making sure no one under the age of 21 is consuming alcoholic beverages; Monitors also make sure non-alcoholic beverages and food are readily available, and assist in obtaining a safe ride home for intoxicated individuals. The sponsoring organization is strongly encouraged to provide a means of transportation to and from the event for those individuals who are intoxicated.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid driver's license or other photo ID issued by a governmental agency stating that he/she is of age. The sponsoring organization must provide at least one Security officer on site to confirm the identification and age of those wishing to consume alcohol. Bellarmine University identification cards are not acceptable as proof of age. Wristbands will be applied immediately after proof of age is determined. Those of age to drink will be allowed to obtain drink tickets. The maximum number of drink tickets given must correlate with the length of the event minus the last hour of the event when alcohol service is not allowed (i.e. 3 hour event = 2 drink tickets) and cannot exceed that number. If a student and/or guest arrives late, the number of tickets distributed must be equivalent to the amount of time remaining for the event. Each ticket can be redeemed for one drink only and event participants are only allowed to receive one drink at a time. The third party vendor will be responsible for ensuring that only individuals with the appropriate wristband and ticket(s) will be furnished with a drink.

Security Guidelines of Public Safety

Sponsoring organizations must make arrangements to have Security officials at their event. These Security officials can be from the Office of Public Safety, LMPD or an agency approved by the Director of Student Activities or his/her designee. The sponsoring RSO is responsible for payment of all Security officers. At least three Security officers will be assigned to the event. One Security officer is to be

in charge of checking identification and issuing wristbands to those who are of legal age to consume alcohol. One Security officer is to be stationed near the alcohol serving area. One Security officer is to make frequent rounds throughout the venue in which the event is being held. In addition to the three mandated Security officers, for events in which the expected amount exceeds 100 persons, there should be one security officer for every 100 persons in attendance. The advisor of the RSO and an officer or event chair is to meet with the security agency for the event at least 30 minutes prior to the event to outline specific security needs and expectations of the event. Security must remain at the event until all parties have been dispersed. The event chair of the sponsoring RSO must see to it that the head of the security detail submits a post event report to the Director of Student Activities. The report should include any problems or issues that arose during the event.

Responsibility and Liability

Bellarmine University assumes no liability for students who are negligent in upholding the above policies and procedures. RSO leaders and members should educate themselves about potential legal liability and consequences regarding alcohol consumption and accidents resulting in personal injury or death. Each individual is responsible for his or her personal behavior and may be held accountable under the Bellarmine University Code of Student Conduct. RSOs who fail to adhere to the policies listed are subject to the University Conduct Process.

Checklist for RSO events that are providing Alcoholic Beverages:

1. Have the proper campus officials been notified? Have you submitted an event request form through U Knight?
2. Will any state laws or city ordinances be violated? If the answer is yes you should rearrange your plans to follow University, state laws and/or city ordinances.
3. Has your organization satisfied the education requirement?
4. If your event will be held on university property, did you contact the Bellarmine University Purchasing Manager's Office to request assistance with securing a Louisville Metro Special Events Liquor License?
5. Has documentation been submitted to the SAC verifying that the third party vendor is certified through T.I.P.S., Servsafe or another reputable alcohol server program?
6. How will the organization/group officers maintain control over the function? Has security been acquired?
7. What alternative beverages and food are to be provided? Who is responsible for this?
8. Do you have a means of transportation available to and from the event to assist intoxicated individuals?

If you have any questions you can contact the Director of Student Activities at 502.272.8433.

ILLEGAL DRUG USE POLICY

Bellarmine does not allow the use of illegal substances. Because the use of illegal drugs is dangerous to the well being of individual users, and to the goals of this educational community, the following regulations are in effect. Students involved in the manufacture, sale, offering to sell, delivery, use or possession of a controlled substance or paraphernalia will be referred to the Dean of Students. Additionally the misuse/abuse of legal substances may also be considered a violation of student conduct if deemed to be a significant risk to the well-being of the individual or others. Such conduct may entail probation, suspension, or expulsion from the University and/or a requirement that the student enroll and actively participate in a drug counseling and rehabilitation program as a condition of continued enrollment or readmission. The University reserves the right to evict a residential student involved in any of the above-mentioned behaviors from its residence halls at any time during the academic year. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes.

Laws Concerning Illicit Drugs

The following laws concerning specific illicit drugs are drawn from the Controlled Substance Act of the Commonwealth of Kentucky. A representative listing of specific drugs and the violations inherent in illegal activities related to such drugs is provided below. The failure to list all drugs included in the above act does not exonerate individuals from responsibility for their actions as it relates to illegal drugs, nor does it preclude the University from taking steps to address illegal activity in terms of its own internal counseling and referral system or its conduct system.

Among others, the following acts and the causing thereof are prohibited within the Commonwealth of Kentucky:

- The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance or drug paraphernalia.
- The penalty for violation of these acts is based upon the nature or schedule of the drug involved and the weight of the substance.

Possession of Marijuana

1. A person is guilty of possession of marijuana when he/she knowingly and unlawfully possesses marijuana. Possession of marijuana can be a misdemeanor or felony depending on the amount in possession and number of offenses.
2. A person is guilty of marijuana cultivation when he/she knowingly and unlawfully possesses marijuana plants with the intent to sell. Possession of 5 or more plants of marijuana is a felony.

Criteria for Classification of a Schedule 1 Narcotic

A Schedule 1 narcotic is one that has high potential for abuse and has no accepted medical use in treatment in the United States. Possession of a Schedule 1 narcotic for a first offense is a class D felony.

Criteria for Classification of a Schedule 2 Narcotic

A Schedule 2 narcotic is one that has a high potential for abuse and has a current medical use in treatment in the United States. Possession of a Schedule 2 narcotic for a first offense is a class A misdemeanor. Trafficking in narcotics or marijuana within one-thousand (1000) yards of any school is a class D felony.

Drug Conviction & Financial Aid

If a student is convicted in a court of law for possessing or selling illegal drugs while receiving federal student aid, this action may negatively affect the student's future eligibility to receive such aid. Please contact the Office of Financial Aid to discuss the students' aid eligibility.

Possession of Drug Paraphernalia

Possession of any drug paraphernalia is a class A misdemeanor; however, the presence of any illegal controlled substance in/on this paraphernalia may change this to a class D felony.

HAZING POLICY-STUDENT ORGANIZATIONS

I. Definition

The University hazing policy follows as a fuller interpretation of statements regarding hazing in the Bellarmine University Code of Conduct, #12. Each "Selective Membership Organization" or "Non-Selective Membership Organization," by its affiliation with and/or chartering upon the Bellarmine campus, assures the University community that it will strictly abide by this basic commitment to human decency.

Bellarmino University views any form of hazing, whether on or off campus, as contrary to the community standards and obligations as stated in the *Student Handbook*. In accordance with North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), and other national affiliations, Bellarmine defines hazing as any intentional, negligent or reckless action, activity or situation whether physical, mental, emotional, or psychological, which subjects a person or group of persons, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which in any fashion compromises his or her inherent human dignity. Acts of hazing committed under the guise of tradition, unity development, or unofficially encouraged by group pressures are unacceptable. Bellarmine University insists on the complete and total elimination of any activity, which either is or closely resembles hazing.

Acts of hazing are often based on non-constructive relational power differentials. This type of human interaction is not conducive to the mission of this University, nor does it protect

human dignity. At Bellarmine, respect for the personal dignity and equality of each student, faculty, and staff member is of preeminent importance.

If, at any time, the individuals have questions regarding activities they have planned, it is their responsibility to check with the Director of Student Activities for guidance regarding the content of the activity. The Director of Student Activities can help make the determination as to whether the activity includes hazing content. It is the responsibility of all group members to be vigilant in their examination of their actions with regard to other group members or individuals. All organizations are responsible for the actions of their group members. Organizations can also receive sanctions as part of the conduct process. This proactive stance regarding hazing is essential to maintaining a hazing-free environment for students, staff, and faculty.

Hazing activities are defined as any activity with a direct or implied threat of physical, psychological, or emotional harm or any conduct or activity that would be a violation under the Bellarmine University Code of Conduct.

II. Requirement for Selective Membership Organizations

In order to better facilitate a hazing-free environment, Selective Membership Organizations must follow this requirement:

There shall be no activities during new member education, except constructive, educational, and inspirational programs that attempt to increase the person's knowledge of the organization and the person's self-worth or programs which result in materially better members, better public relations, and increased prestige of the organization. These activities must be carried on in a dignified manner and must show proper respect for another person as an equal.

III. Responsibility

It is the responsibility of all individuals to report any instances of hazing of which they become aware. All reports will be investigated. Groups and individuals can be charged with and sanctioned under the Bellarmine University Code of Conduct for hazing.

HIV/AIDS & INFECTIOUS DISEASES POLICY

This policy is based on current medical knowledge regarding the effects of the human immunodeficiency virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS) and other infectious diseases, such as meningitis. The policy may be modified as new developments regarding HIV/AIDS and other infectious diseases become available and shall be reviewed and distributed annually. This policy applies to all students, faculty and staff of Bellarmine University.

The University will be guided in its actions by medical evidence, applicable federal and state laws and regulations, and guidelines suggested by the Centers for Disease Control, the U. S. Public Health Service, the American College Health Associa-

tion, Occupational Safety and Health Administration, and the Department of Health and Rehabilitation Services.

Confidentiality

Health records are treated confidentially. No information, confirmation or denial, about HIV/AIDS or other infectious disease status will be provided to anyone, including families, or any member of the University community. Breach of confidentiality by a University employee will result in disciplinary action.

Training

Training is given to all safety officers, health providers, Residence Life staff, Athletic staff, Facilities Management staff and those who may come in contact with the body fluids of others. This training will be scheduled once a year and the training is coordinated by the Biological Sciences faculty and Health Services. Training documentation of employees is maintained in the respective departments listed above.

Minimizing Risks in Specific Programs and Activities

The University and individual departments have adopted safety guidelines as proposed by the Centers for Disease Control for the handling of the blood and other bodily fluids of all persons. The University's Chemical/Hazardous Materials Hygiene Officer will ensure that appropriate procedures are on file for departments whose employees have great potential to be exposed to blood and other bodily fluids.

Discrimination

Discrimination, emotional abuse, or physical abuse of any student or employee known or suspected to have HIV/AIDS or other infectious diseases will not be tolerated. Acts of discrimination or abuse should be reported to the Dean of Students who will be responsible for dealing with such concerns.

An individual's HIV/AIDS or other infectious disease status may not be considered in the decision for admission to or employment with the University. Persons with HIV/AIDS or other infectious diseases will not be excluded from enrollment or employment or restricted in their access to University facilities, including housing, or services unless a medically-based judgment in an individual case establishes that exclusion or restriction is necessary for the welfare of the infected individual or the welfare of other members of the University community.

STUDENT HEALTH INSURANCE

Students are strongly encouraged to have health insurance coverage. The University recommends that the student's insurance plan be carefully evaluated to determine whether it can be used in the local area (i.e. - is it a PPO or HMO plan that will not cover local physicians and hospital? Would it require that the student return home for care?)

Affordable Care Act: Starting in 2014, the Affordable Care Act mandates that most people have insurance. However, individuals who earn less than approximately \$10,000 annually are exempt. Many college students fall into this category. Under the new law, students can remain on their parents insurance until age 26 (even if married). There are a variety of options available to students in the private market and students are encouraged to shop online to find the right health insurance plan for their needs. Residents may enroll **ONLY** in plans within his or her state. If you can't afford insurance, and your income is within the state mandated range, you may be entitled to Medicaid or the Children's Health Insurance Plan (CHIP). Medicaid eligibility varies by state. For information about the Affordable Healthcare Act, please visit www.healthcare.gov or health.younginvincibles.org.

All international students attending Bellarmine University are automatically enrolled in health insurance which meets federal regulation requirements. Students will be enrolled in a plan for the academic year through Cultural Insurance Services International (CISI), and these insurance costs will be added to the student's bill at Bellarmine.

Students will be emailed their health insurance card and plan details at the beginning of their first semester. Contact Rick Brown, Special Assistant, International Initiatives, at 502.272.8027.

OUTDOOR ACTIVITIES ON CAMPUS

Due to risk of physical harm to others and University property, throwing/hitting such items as Frisbees, snowballs, footballs, practicing with athletic equipment and softballs/baseballs are only permitted in the play fields located on Newburg Road, the grassy areas beside Anniversary Hall, or in the University Quad. Such activities are not permitted near the residence halls or academic buildings where a building or person may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Sledding and skateboarding are not allowed on any campus property at any time.

PARKING & TRAFFIC REGULATIONS

The Department of Public Safety is responsible for enforcing all parking rules and regulations pursuant to the authority conferred by the University. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes payment of fines.

SHUTTLE SERVICE

The University provides shuttle service for all students, faculty, and staff. The dates and times of the shuttle service are posted each semester on the Public Safety website (www.bellarmino.edu/security/services/shuttlebus) as well as on benches at pick up and drop off points at Anniversary Hall, Petrik Hall, in the Franciscan

Circle, Allen Hall, and the Flynn Building. The shuttle is handicap accessible. Direct shuttle service is available from Allen Hall to the Franciscan Circle from 7:30 a.m. until 5:00 p.m., Monday through Friday. Campus-wide shuttles provide transportation to members of the campus community, Monday through Friday, 7:30 a.m. - 11:00 p.m. Additional information regarding direct shuttle service, campus-wide shuttles and transportation to specific locations such as the Flynn Building is available on the Public Safety website www.bellarmine.edu/security or you can call 502.272.7777.

VEHICLE REGISTRATION & PARKING PERMIT DECAL

- All University personnel and students must register online at One Bellarmine for any vehicle that parks on campus. Once you register your vehicle, you will go to the Office of Public Safety if you are a student, and to the Bursar's Office if you are an employee to obtain your permit.
- All vehicle registrations and parking permit decals expire July 31 of each year.
- Display the decal on the on the rear window on the driver's side of the vehicle.
- On motorcycles and motorbikes place the decal where it is visible on the rear of the motorcycle/motorbike.
- The parking permit fee for students is included in the comprehensive fee. If you drive more than one vehicle to school, one additional permit can be obtained at no additional charge. The vehicle must be owned by the registrant or an immediate family member.
- Parking permit decals for students will be issued by the Office of Public Safety, Room CNTH 054 of Centro, Treece Hall, 24 hours a day, 7 days a week.
- For immediate family members only, one permit payment is required. If the relationship includes a full-time or part-time student, the employee can obtain an "S" permit decal at no charge.
- Use of the parking permit decals are restricted solely to the vehicle identified on the registration form and are NOT transferable to another vehicle. In the event the parking permit decal is transferred to another vehicle, a fine of \$40 will be assessed.
- Parking permit decals for faculty and staff members will be issued by the Bursar's Office (CNHH Room 208) during normal business hours.

DESIGNATED PARKING AREAS

The University endorses the general Kentucky regulations governing parking regulations for physically challenged and handicapped drivers. Parking is permitted on campus in available spaces on a first come, first served basis, but only in the designated paved areas. Parking in some areas on campus is restricted for use only by handicapped and

visitors. Reserved markings may appear on signs or painted on the pavement. Compliance with these restrictions will be strictly enforced.

HANDICAP ACCESSIBLE PARKING

Parking in designated accessible parking areas is reserved for those students, employees and visitors who have a documented disability. All students, faculty and staff members who utilize accessible parking spaces are required to obtain a Bellarmine Handicap Parking permit. Members with a state issued handicap permit must still obtain a Bellarmine Handicap permit. A Bellarmine Handicap permit can be obtained from Disability Services with a valid doctor's note. Disability Services is located in the Library room B05A. The phone number is 502.272.8490. Vehicles with R-Permits and a handicap permit are allowed to park in the Knight's Hall lot (west side of the building) handicap spots only. If none are available, you may continue to park in the R-Lot.

Alumni/SuRF Parking – "A" Designated Parking Permit

Vehicles with a designated "A" permit (Alumni/SURF) may park in the M-lot Monday through Fridays from 7:00 a.m. through 3:00 p.m.

Visitor Parking – Designated Visitor Spots/Visitor Temporary Parking Permits

Campus visitors will be allowed to park in the designated visitor spots in A and M lots Monday through Fridays from 7:00 a.m. through 3:00 p.m. Visitors who have temporary parking permits may park in any available legal parking spaces.

Faculty and Staff Member Parking – "B" Designated Parking Permit

Only vehicles with a designated "B" permit (faculty/ staff) will be allowed to park in the A-lot (the lot directly in front of Centro Hall); faculty and staff members are not allowed to park in the spots designated for Admissions. Faculty and staff members are also allowed to park in the M-lot (the lot between the School of Communication and Via Cassia), the lot in front of Miles Hall and the D-Lot (the lot behind Allen Hall) on Monday through Friday from 7:00 a.m. through 3:00 p.m. Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking.

Student Parking – "S" Designated Parking Permit

Vehicles with a designated "S" permit may not park in the designated faculty and staff lots, (the lot in front of Centro Hall (A-Lot), the lot beside the School of Communication (M-Lot), the lot in front of Miles Hall) and the lot behind Allen Hall (D-Lot) from Monday through Friday from 7:00 a.m. until 3:00 p.m. Vehicles with an "S" permit can park in all other lots on campus and the

faculty and staff lots after 3:00 p.m. on weekdays and all day on weekends. Students who have handicapped parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper handicapped hangtag or license plate and the Bellarmine issued handicapped tag.

First-Year Student Parking – “F” Designated Parking Permit

First-year students will be issued an “F” designated parking permit, and will be required to park in lots designated for first year students parking from 7:00 a.m. on Monday until 3:00 p.m. on Friday. These lots include the spaces west of Knights Hall (L-Lot), the spaces in front of the SURF Center (L-Lot) and all spaces behind the SuRF Center (N-Lot and R-Lot). On weekends (3:00 p.m. Friday through 7:00 a.m. on Monday) vehicles with “F” designated permits may park in any legal parking space on campus. First-year students who have legal handicap parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper handicap hangtag or license plate and the Bellarmine issued handicapped tag. First-year students must keep the “F” parking permit their entire first year, regardless of how many credit hours they may have earned.

R-Lot Parking – “R” Designated Parking Permit

Vehicles with a designated “R” permit will be required to park in the R-Lot from 7:00 a.m. on Monday until 3:00 p.m. on Friday. The R-Lot is the far back lot located behind the lot behind the SURF and Tennis Courts. These are the same regulations as the “F” permit. Vehicles with an “R” permit and a handicap permit are allowed to park in the Knight’s Hall lot (west side of the building) handicap spots only. If none are available, you must continue to park in the R-Lot.

Non-Credit Course Enrollees

Non-credit course enrollees will not be required to register their vehicle. However, the Continuing Education Department will issue special permits, which will be valid only during the hours in which the non-credit courses are being offered. The special permit allows the individual to park in any unrestricted student parking areas. These students are also required to follow the same handicapped parking regulations as any other student.

Faculty, Staff and Students with Temporary Vehicles

Faculty, staff and students must come to the Office of Public Safety to obtain a temporary parking pass if they are driving a vehicle different from the one that is registered through Bellarmine University. Failing to obtain a temporary parking pass will result in the individual receiving a citation. You can obtain this parking pass 24 hours a day, 7 days a week.

General Visitors and Admissions Visitors

No parking permit decal is required for short-term parking in visitor-designated areas located in front of Centro (A-Lot), Allen

Hall (P-Lot), next to the School of Communication (M-Lot), or in the Admissions Visitor spaces in front of Centro. These spots are designated with signage.

- Parking time is limited to 2 hours in the A-Lot visitor spots in front of Centro Hall, in the M-Lot visitor spots next to the School of Communication and in the P-Lot visitor spots in front of Allen Hall.
- Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting or obtain a special temporary parking permit from the Office of Public Safety, located on the ground level in Centro Treece Hall (Room CNTH-054).
- If there are no visitor spots available, please come to the Office of Public Safety to obtain a temporary parking permit.
- Metroversity or other students attending classes on campus are not considered visitors and must obtain a valid parking permit decal.

Loading Zone Parking

Loading Zone parking spots have been added in several places next to each major building. Vehicles parked in these spaces must be dropping off or picking up material from their office, class, or Residence Hall. Parking in the Loading Zones is limited to 15 minutes and will be strictly enforced.

Motorcycle Parking

These spaces are marked with green stripes. More than one motorcycle can park in a designated motorcycle spot. Motorcycles and motorbikes must be parked in a designated motorcycle parking area. Failure to park in a designated motorcycle/motorbike area will result in a citation.

Weekend Parking

Although, parking is open on the weekends, reserved/restricted parking spaces will remain restricted. Restricted parking spaces include reserved spaces for campus officials and offices, handicapped spaces, parking more than 15 minutes in loading zones, fire lanes and admissions. If you park in any reserved/restricted spot, you will receive a citation.

Restricted Lanes

Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping), in grass or landscaped areas, and spaces allocated for the handicapped will be dealt with severely and may result in the vehicle being ticketed, booted and/or towed.

Moving Violations

Persons involved in moving violations, such as speeding, reckless driving, failure to observe stop signs and other driving regulations are subject to receiving a citation. The speed limit while driving on campus is 15 miles per hour.

Enforcement

All traffic and parking regulations will be enforced by the Office of Public Safety on a date that will be announced prior to the beginning of each semester. Enforcement of the parking regulations will be suspended during the period from 3:00 p.m. on Friday through 7:00 a.m. on Monday, as well as during events that draw a large number of visitors to the campus. However, the rules against parking in fire lanes, unauthorized use of a handicapped parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

FINES & APPEALS

The Office of Public Safety is responsible for the enforcement of the parking and traffic regulations and, accordingly, will issue citations for violations of these regulations. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes the payment of fines.

- Should a person believe their citation is unjust and not in keeping with the University Parking Regulations, that person may appeal the citation to the Traffic Appeals Committee.
- Any person receiving \$200.00 or more in unpaid parking violations may have their vehicle booted.
- Any vehicle with an unpaid citation after 30 days may be booted.
- For faculty and staff members, by registering your vehicle you authorize the university to deduct unpaid parking fines and penalties from your earnings.
- For students, unpaid parking fines may be added to their student account. Unpaid fines could result in additional charges and financial holds which could delay registration.

Traffic Appeals Committee Hearings

The Traffic Appeals Committee will convene twice a month throughout the year (September, October, November, December, February, March, April and once in May if needed). All meetings of the Traffic Appeals Committee will be listed on the Office of Public Safety website. The Office of Public Safety will have a representative at the appeal hearings. Decisions will not be given at the hearing. Please note it is important to file your appeal within 5 business days. To file an appeal please visit, <http://www.bellarmino.edu/security/services/parkingappeal/>

Fine Schedule

The following fines will be assessed for violations of the respective regulations:

No parking permit decal displayed	\$40
Expired permit	\$40
Improper parking	\$40
Parking in a restricted area	\$40
Parking in a fire lane	\$100

Parking in a handicapped space	\$100
Boot Removal	\$100
Stop Sign Violations	\$100
Reckless Driving/Speeding	\$100
Transfer of Decal to another vehicle	\$40
Other Violations	\$40

*Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days. *Boot removal fee must be paid before the boot will be removed.*

Off Campus Parking

Bellarmino University has a beautiful campus in a wonderful neighborhood. A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows our neighbors that the university cares about the integrity of the neighborhood, and it helps the university to avoid delays in projects that improve your campus.

POSTING POLICY

The publicizing of events or programs is a necessary part of insuring the success of functions. The University has designated areas in all buildings for groups and organizations to post these notices. Announcements of general interest to the student body of the University by recognized student organizations, academic units, or University departments are the only type of materials permitted. Advertisement or solicitation materials related to political party affiliation are prohibited on campus. The following are the posting regulations:

1. Postings in the residence halls are approved by the Director of Residence Life. Departmental bulletin boards are the responsibility of those University Departments. Permission to post on these boards is granted by those individual departments. Classroom bulletin boards are to be monitored and maintained by the appropriate faculty and deans of those individual classrooms.
2. All posters and signs, outside of the areas above, must be approved by the Student Activities Center. All approved postings will be stamped and will include an expiration date. All flyers posted without stamped approval will be removed and discarded. The only exception is SGA campaign flyers.
3. Publicity materials for recognized student organization events will not be approved until an event registration form is completed.
4. All postings will expire within one month unless special permission is granted by the Director of Student Activities.
5. All postings are to be placed on bulletin boards with tacks. Postings made with tape or staplers will be removed and discarded.
6. No postings can be made on doors or windows. Postings on walls must use painter's tape. Flyers or notices may not be placed on vehicles parked on campus.
7. All posters must be in good taste.
8. All notices and signs must clearly state the official name of the sponsoring organization.

9. One copy of each posting will remain on file with the Director of Student Activities.
10. Advertising which explicitly or implicitly suggests or indicates alcohol will be available at an event is prohibited.
11. Only one of each poster or flyer per bulletin board is allowed, and postings are not to be hung over other postings.
12. All postings on electronic media must abide by the Technology Policy.
13. Chalk writing/drawing is permitted, but must be approved by the Director of Student Activities at least 2 weeks in advance. Chalking is permitted on sidewalks only (not on walls, buildings, etc.) in order to advertise an event. The chalking must be removed prior to noon on the day following the event.
14. Contact Facilities Management for permission and assistance in hanging banners and large signs.
15. Any postings in violation of these rules will be removed and discarded. Repeated violations may include disciplinary action.
16. Posters will be reviewed by the Student Activities office and must be free of misspellings and errors and be aesthetically pleasing.
17. Students may post their own posters in accordance with these guidelines or the Student Activities staff will post them. The SAC should be allowed one (1) week to put up flyers.

If an organization or department fails to meet the aforementioned guidelines, the Student Activities Center reserves the right to suspend posting privileges. Any questions regarding general posting should be directed to the Student Activities Center at 502.272.7115.

RAFFLES & OTHER CHARITABLE GAMING ACTIVITIES

In accordance with Kentucky state law, raffles, 50/50's, and other games of chance must follow the laws governing Bellarmine's Charitable Gaming License. For a student organization to be approved to conduct a Charitable Gaming activity, the organization must (a) be an officially recognized student organization with the Director of Student Activities and the Student Government Association; (b) be an officially recognized Bellarmine Athletic Team; or (c) be any other Bellarmine student group with a designated faculty or staff advisor. Any student organization interested in hosting a Charitable Gaming activity must obtain pre-approval from the Director of Student Activities as well as the Bellarmine Business Office. The charitable gaming rules and regulations will be reviewed and several worksheets will be supplied to the student organization's liaison. All forms must be completed correctly and returned to the Business Office as instructed. Once approved by the Business Office, the event/drawing must be registered with the Student Activities Center prior to advertising or hosting the event. Any advertising for a raffle must be pre-approved by the Business Office. If the Assistant Vice President for Administration and Finance determines that a student organization has not sufficiently followed the rules and regulations for charitable gaming activities, the student

organization may be suspended from charitable gaming activities for a period of two years from the date of any such occurrence.

TOBACCO USE POLICY

In keeping with Bellarmine's intent to provide a safe and healthful learning environment, tobacco use is not permitted in any University buildings, on the campus property, or in University-owned vehicles. Tobacco may be used in individual's own personal vehicles. Tobacco products means all forms of tobacco including but not limited to cigarettes, cigars, pipes, e-cigarettes, water pipes (hookahs), electronic cigarettes and smokeless tobacco products. This policy applies to all individuals including but not limited to faculty, staff, students, volunteers, patients, customers, contractors, and visitors to the campus.

SOLICITATION

All canvassing and soliciting on campus must have prior approval from an appropriate University official; non-student and non-University groups must obtain approval from the Office of Special Events; student and University groups must obtain approval from the Dean of Students and/or his/her designee. Solicitation includes door-to-door sales or promotions in office and academic buildings and in the residence halls, sales in the campus center, and promotion or sales in other locations on campus. This also includes advertisement or solicitation materials related to political party affiliation on campus, which is strictly prohibited. Solicitation in the residence halls is prohibited, unless contracted or approved by the Director of Residence Life and/or his/her designee. Flyers or notices may not be placed on vehicles parked on campus. The Dean of Students and/or his/her designee may authorize subscriptions, memberships and sales by registered student organizations and campaigns for charitable purposes at such times and in such a manner as not to interfere with University business and functions.

Contact the Dean of Students for permission to solicit for off-campus subscriptions, ticket sales, memberships, questionnaires, etc. Contact the Director of Facilities Management for permission to display any materials, banners, or signs on the grounds.

TECHNOLOGY POLICY

In support of its mission and goals of teaching and public service, Bellarmine University provides access to computing and information technology for students, faculty, and staff. The Technology Policy provides guidelines for responsible use of information technology, and applies to all members of the Bellarmine community. These following items provide a summary of some key points of the policies for which all users of campus technology are responsible. All members of the Bellarmine community are expected to abide by all related policies and guidelines.

1. Bellarmine provided computers and other electronic media are the sole property of Bellarmine University and are to be used for the primary purpose of benefiting, enhancing and furthering the mission of the University.
2. By using University-supplied technology, individuals and other entities agree to abide by all applicable policies and procedures adopted by the University, and/or with current state and federal laws, including, but not limited to, those relating to trademarks, service marks and copyright, defamation and discrimination.
3. University policies that address academic dishonesty, including theft, plagiarism, disruptive conduct and misuse of materials and property, must guide your computing activities, just as they guide your activities in the classroom, residence hall, or elsewhere on campus.
4. Access to computing resources is a privilege, not a right. The University reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
5. All policies apply to all users of Bellarmine computing resources regardless of how those services are provided, i.e. locally or cloud-based.
6. Email usage:
 - a. Email transmissions are considered non-confidential communications and may be subject to disclosure through legal proceedings or otherwise through various laws that may be held to apply to such transmissions.
 - b. Email should only be used to communicate to individuals and/or small groups.
 - c. Sending electronic system-wide messages (mass mailings) is prohibited.
 - d. Sending or forwarding chain mail (which most often asks the recipient to copy and send the message to others) is prohibited.
 - e. Email storage will be limited for each user and everyone is expected to ensure there is adequate space in their inbox to receive new email from faculty and staff.
 - f. Users must never "REPLY ALL" when working with distribution lists.
7. Email Termination:
 - a. Students will be able to retain their @bellarmine.edu email account for as long as they desire after they complete their graduation requirements from Bellarmine. This benefit is contingent on proper adherence to all University technology policies governing email usage, failure to follow said policies will result in a forfeiture of this privilege.
 - b. If a student is suspended, their email account will also be suspended and unless readmitted to the University, the account will be deleted.
 - c. Email accounts will be terminated for students who voluntarily withdraw from Bellarmine prior to graduation. Account deletion will occur no sooner than 30 days following the date of withdraw.
 - d. Exceptions will be granted for legitimate reasons, such as approved absences, and in those cases the email account will remain active.
8. Intentionally receiving, viewing, or transmitting pornographic information or images is prohibited. Materials are deemed pornographic at the sole discretion and judgment of the University.
9. Distribution of unsolicited advertising in any electronic format is prohibited.
10. Transmission of slanderous and/or harassing materials in any electronic format is prohibited.
11. Creation and/or propagation of computer viruses or worms is prohibited.
12. Campus technology is not to be used for illegal or criminal activities or for personal financial or commercial gain.
13. The University respects individual privacy and freedom, but will take necessary measures to protect systems and individuals; therefore, under certain circumstances a System Administrator may be authorized to access your computer files.
14. All software on Bellarmine University systems is licensed by Bellarmine University, and as such, may not be copied for personal use, transferred to non-Bellarmino University equipment or modified in any manner.
15. Use only those computers and computer accounts for which you have authorization.
16. Be responsible for all use of accounts and for protecting each account's password. Do not share computer accounts and passwords.
17. Report unauthorized use of your accounts to your instructor, supervisor, the Information Technology department or other appropriate University authority.

ILLEGAL FILE SHARING

Students are required to respect the intellectual property rights of others. The sharing of copyrighted materials such as music and movies through Peer-to-Peer file sharing or other means, without the permission of the copyright owner is illegal and can have very serious legal repercussions. Those found guilty of violating copyrights in this way have been fined enormous sums of money. Accordingly, the unauthorized distribution of copyrighted materials is prohibited and will be considered a violation of the University's Acceptable Use Policy.

STUDENT OWNED COMPUTERS AND DEVICES

Students are encouraged to bring their personal computers and approved devices to campus. To connect to the University network, the following requirements must be met:

1. Computers and devices must be configured to receive automatic updates and have a Bellarmine approved anti-virus software installed and active.
2. The student must promptly comply with any reasonable request to ensure the security and reliability of the campus network. This includes, but is not limited to, disconnecting the device from the network or bringing the device to the TSC if requested.

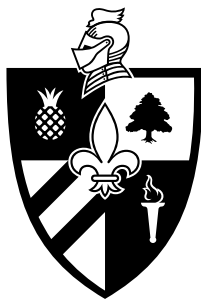
The TSC will assist students in the configuration of their computers and devices to comply with these requirements.

NETWORK DEVICES

Students are not permitted to attach other devices to the network such as network switches, routers, firewalls, hubs, or access points. Wireless network connectivity is provided in all Residence Halls. Student computers must be equipped with Wireless Network capabilities in order to connect.

TRANSPORTATION POLICY

The Transportation Policy applies to any students traveling for University affiliated programs that have been approved by the University. Requirements for registering travel differ depending on the sponsoring organizations. All travel by student organizations must be approved by the Director of Student Activities and coordinated through the Student Activities Center at 502.272.7115. Academic related travel is to be coordinated through the respective academic department. Any travel that does not fall within one of these three areas should be coordinated through the Director of Student Activities. No alcohol shall be consumed or carried in any vehicles while on University related trips. The University's liability extends only to travel and activities related directly to the University-related functions. The University's policies related to travel apply regardless of the form of transportation and whether or not the transportation is public, private, or university owned.



Student Handbook

GUIDE TO RESIDENCE HALL LIVING

RESIDENCE LIFE 58

Residence Life Mission & Vision	62
Non-Discrimination Policy	62
Residential Living Policy	62
Five Principles of Community	62
Residence Hall Association	63
Recreational Games & Other Items	63
Safety Tips	63

RESIDENCE HALL AMENITIES & SERVICES 64

Cable TV	64
Computer Labs	64
Disability Services/Accommodations	64
Mail Delivery Service	65
Roommate Agreement	65
Sacred Space	65
Evacuation Assistance	65
Recreation	65
Kitchen Facilities	65
Laundry Facilities	66
Loan Keys	66
Missing Student Policy	66
Safety & Security	66
Study Rooms	66
Telephone Services	66
Television Lounges & DVD Use	66
Vacuum Cleaners	67

RESIDENCE HALL PROCEDURES 67

Check-In & Check-Out.....	67
Consolidation Process	67
Hall Closings	67
Room Assignment.....	67
Room Changes	68
Security Cameras & Equipment	68
Community Standards.....	68
Alcohol	68
Appliances	69
Bicycles.....	69
Building Safety.....	69
Bunk/Loft Beds	69
Confiscation	69
Drugs.....	69
Escort Policy	69
Explosives & Weapons.....	70
Extension Cords	70
Fire Safety	70
Harassment/Offensive Behavior	70
Harmful Behavior	70
Keys/Student IDs	70
Needle/Syringe Disposal	70
Non-Compliance	70
Offensive Materials/Displays	71
Overnight Guests & Host Responsibility.....	71
Pets	71
Physical Contact/Use of Force.....	71
Quiet Hours/Noise	71
Refrigerators/Microwaves.....	71
Room Entry & Search	71
Sledding & Other Outdoor Activities.....	72
Smoke Free Environment	72
Solicitation.....	72
Technology	72
Theft.....	72
University Property.....	72
Vandalism.....	72
Visitation.....	72

Facilities.....	73
Damage Charges.....	73
Decorations.....	73
Elevator	73
Extermination	73
Housekeeping Services	73
Inspections.....	73
Painting	74
Screens	74
Safety	74
Medical Emergencies	74
What to do in Case of Fire.....	74
Fire Extinguishers	74
Fire Drills.....	74
Suggestions for Fire Safety	75
General Steps for Evacuation	75
Specific Evacuation Procedures for Residence Halls	75
Severe Weather	76
Student Conduct Process	76

Dear Residence Hall Students:

The residential living experience at Bellarmine University is based on providing you with a quality residence hall program. As a member of the residential community, you have the opportunity to become involved in numerous activities, to meet and become friends with many people from a variety of different backgrounds, and to enrich your academic pursuits at the university.

You also have some responsibilities in being an involved community member. The Guide to Residential Living has been developed to aid you in knowing more about the residence hall experience. By reading and understanding the policies and procedures outlined you can be a positive, productive member of the community.

The entire residence life staff will always be here for you. Your Residence Life Coordinator, Academic Peer Advocate, Resident Assistant, Peer Minister, Community Assistant and I want to hear your ideas, thoughts, and feedback about our housing program and how we can better assist you in this upcoming academic year.

Go beyond your comfort zone this year. Challenge yourself to grow and experience new ideas and knowledge. Be willing to make a difference and spend time getting to know others in your community.

Best wishes for an exciting, successful academic year!

A handwritten signature in black ink that reads "Leslie Maxie-Ashford". The signature is written in a cursive, flowing style.

Leslie Maxie-Ashford

Associate Dean of Students, Director of Housing & Residence Life

RESIDENCE LIFE MISSION & VISION

The mission of the Department of Housing and Residence Life is to support the mission of the Division of Student Affairs by providing a living-learning environment for students that supports their academic endeavors and fosters the growth of the whole person. Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the halls. The Residence Life program at Bellarmine University seeks to educate residents in the ways of community. In keeping with the Catholic tradition of Bellarmine University, the Residence Life program upholds the fundamental dignity of each resident. Residents are expected to treat each other with respect and concern and to be engaged, productive members of the community.

Each residence hall is staffed with one Resident Assistant per floor. The Resident Assistants are undergraduate students and serve in a paraprofessional capacity. There is a Resident Assistant on duty each night for students to access. Our first year communities (Kennedy, Newman, Siena Primo & Secondo and Petrik Hall) also have an Academic Peer Advocate (APA) on every floor. The APAs are undergraduate, upper-class students working to aid first-year students in their academic transition to the university. All staff members of the Department of Housing and Residence Life are here to address the student population needs, maintain a safe and academically conducive environment, and assist students in the transition to university life. We encourage all students to become acquainted with their Resident Assistant, as well as all residence life and security staff members. The Residence Life Office is located in Petrik Hall and is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

NON-DISCRIMINATION POLICY

Bellarmino University provides housing to undergraduate students without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran's status or any other factor prohibited by law in its educational programs and activities.

The Department of Housing and Residence Life is committed to finding appropriate housing for students who self-identify as transgender or gender non-conforming on a case by case basis.

RESIDENTIAL LIVING POLICY

The Residential Living and Meal Plan Policy of Bellarmine University states that **all full-time, first, second and third**

year students who are 22 years of age or younger must live in the residence halls or with a local parent/legal guardian (within a 50 mile radius of the University). Those students found in violation of this policy may be subject to a fee equal to half of the room and board rate for Fall and Spring semesters. This fee will be assessed each semester that they are in violation of the Residential Living Policy. This policy is established on the belief that residential living provides students with the educational and social foundation necessary for continued personal and academic growth. All residential students are required to have a meal plan during each contract year. Bellarmine provides a meal plan program that offers the student tremendous flexibility and convenience. The meal plan options described in the Food Service section of the *Student Handbook* allows you to select a meal plan that best meets your needs. Students may change their meal plan selection during the first ten business days of each semester. Meal plan exception applications must be submitted prior to the beginning of the semester for consideration. Please visit Residence Life if you have questions.

Five Principles of Community

Community is defined as a body of people living together in the same place for a common purpose. The Bellarmine Community is defined by the individuals who live within it and by their relationships to each other. Residence Life creates a positive, learning community in which the individuals are able to develop their skills, values, and identity. Residence Life provides the structure for an effective community through quality programming and meaningful leadership opportunities within the halls. Residence Life also provides community members the tools to hone their skills as life-long learners. Each community member is asked to individually contribute to the community to reach the holistic principle of a strong, positive community.

1. **Connection** – Contribute to a community that fosters connection to one another and to the University.
2. **Academics** – Contribute to a community that is conducive to academic pursuits and encourages all members to meet their academic goals.
3. **Diversity** – Contribute to an open community that encourages exploration of individual values and identity, and promotes treating others with respect and dignity, valuing diversity in all aspects.
4. **Civility** – Contribute to an orderly and clean community, maintaining one's personal space and consideration for fellow residents, and sharing the collective responsibility of caring for the building and its common areas.
5. **Well-Being** – Contribute to a safe community for all members by demonstrating care and concern for one's own

health and safety and that of fellow community members, and adhering to all safety protocols.

These principles inform the work of Residence Life staff and encapsulate the areas in which residents should grow and develop by living in the residence halls. Living on campus provides unique opportunities for students to develop friendships, engage with faculty and staff, and experience the numerous campus activities and resources available to them. Academics are a fundamental priority of the student experience. Furthermore, during their entire time at Bellarmine, students are exploring, shaping, and refining their unique identity. Our community is shaped by the diverse backgrounds and experiences of each individual member; therefore, learning to understand, respect, and appreciate this diversity enhances overall learning and development. A shared living environment offers several opportunities to teach residents about personal responsibility, how their decisions impact other people, and the obligation they have as a member of a community. Finally, Residence Life promotes a safe living-learning environment and concern for holistic well-being. This approach incorporates the mental, physical, emotional, and spiritual health needs of students.

RESIDENCE HALL ASSOCIATION (RHA)

RHA is the organization that represents all students residing in the residence halls. Its purpose is twofold. RHA plans activities for all the residence halls as well as produces policy recommendations affecting the quality of life in the residence halls and presents these suggestions to the Director of Housing and Residence Life. RHA is an excellent involvement opportunity for any student living in the residence halls and especially for freshmen or transfer students who want to immediately get involved on campus.

RHA consists of an Executive Board of elected officers that represents all residence halls. The Executive Board positions are Executive President, Secretary/Membership, Program Coordinator, National Communication Coordinator/Public Relations and Treasurer. The Executive Board meets weekly.

RHA Assembly meets on a monthly basis in order to plan activities and discuss policy recommendations. Programs offered by RHA include student picnics, floor decorating contests, and Welcome/Finals Baskets. Many of these programs, policy recommendations, and services have been developed through student input either by residents attending the open RHA meetings or by becoming a Floor Representative. All residents of the halls are members of the RHA and are welcome to voice their opinions at the RHA meetings.

One way to become involved is to attend the RHA meetings on a monthly basis. Ask Resident Assistants for meeting location

and time. Another excellent way to become engaged is to run for a position as an Officer of one's Building Hall Council or Floor Representative. Elections will be held early in the fall semester. Floor Representatives attend bi-monthly Hall Council meetings and take information and recommendations to the members of their floor in order to seek input and opinions on the matters discussed at each RHA meeting. Floor Representatives then bring this input back to the voting members of RHA to make more informed decisions based on residents' interests and needs.

Floor Representatives are entrusted as leaders of residential students to be of assistance to the Resident Assistants. Their responsibility, therefore, is not to be taken lightly. They serve not only as a voice for residential students but also as promoters of the Residence Life Program. The qualities of a good RHA Floor Representative are organizational skills, a strong work ethic, the willingness to pitch in, self-motivation and initiative, and the ability to plan, manage, and follow through with RHA activities and events.

RECREATIONAL GAMES & OTHER ITEMS

The following games and equipment are available for checkout from the Residence Life staff members, Monday - Friday, 7:00 p.m. - midnight and on weekends.

- Assorted board games
- Assorted sports equipment
- Pool, Ping Pong, Foosball and Air Hockey equipment
- Vacuums

Games and other equipment are provided by the Residence Hall Association and Residence Life. Equipment check-out is available at the front desk area of all halls from 7:00 p.m. - midnight. Residents may contact the staff member on duty for assistance. If you have ideas for new purchases, come to a RHA meeting.

SAFETY TIPS

Personal safety often requires no more skill than common sense. The following are some common sense steps that a residential student can take toward personal safety. Your safety is very important to us. Do not take your personal safety lightly and remember to use your common sense in all situations.

- Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to them.
- When walking around campus in the evenings, or at times when there are fewer people on campus, travel in pairs or utilize the Campus Escort Service by contacting Security at

502.272.7777. Be sure to use well-lit paths and side-walks.

- Never allow anyone into the residence halls who is not a resident. All guests are to use the courtesy phones located outside of the lobby areas and may not enter the building without a Resident Host.
- Keep your residence hall room locked at all times and do not give your keys to anyone.
- Take photos or engrave your valuables with your name so that they are easily identified if stolen.
- The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter's insurance for emergencies.
- Do not prop open any doors or windows to buildings. Also, be sure to report any broken latches, missing screens, or other facility concerns immediately to Residence Life.
- When using the Internet, do not make arrangements to have people you meet online visit you or for you to visit them. If you choose to meet, do so in a public place and inform someone of the meeting. If you receive threatening or inappropriate emails save them and report them immediately to Residence Life and Security.
- Report any strangers on campus or in the residence halls who you feel are suspicious to Security and the Residence Life Office.
- Report any crimes or violence immediately to Residence Life and Security.
- If you are staying in the residence halls during a break period (before/after/during a semester) be sure to register with the Residence Life Office and seek permission to be in the halls.
- Don't over extend the usage of your electrical outlets in your residence hall room.
- When cooking be sure to stay in the area of the food preparation to attend to any concerns that might arise.
- Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.
- Know your emergency exits from the residence hall and vacate the hall each time you hear the fire alarm, unless instructed by the Residence Life Office to do otherwise.
- Talk to your roommate or suitemates about guests and other topics. The Residence Life Office encourages the use of the Roommate/Suitemate Agreement.
- Inform family or friends if you have plans to be out of town for an extended time so that they do not needlessly worry.
- Carry your student I.D. or another form of photo I.D. with you at all times.
- If a medical emergency arises contact your Resident Assistant or Security. University staff members cannot transport you, but they can assist with making phone calls to family members or for medical assistance.

- Not only is alcohol and drug use against Residence Life policy, it can place your health in danger. If you ever suspect that you, or a friend, are at risk of being ill as a result of drug or alcohol use, don't worry about "getting in trouble"; contact Residence Life and Security immediately for assistance. See Medical Amnesty Policy.
- Be knowledgeable of residence hall and university policies and procedures and adhere to them. Attending residence hall meetings will increase your awareness of these procedures and any changes that are forthcoming.
- Park in designated parking areas with your parking pass in the aforementioned location to avoid tickets or damage to your vehicle. Also, keep your car locked and secured at all times. Don't leave keys or valuables in your car; if necessary, store them in the trunk or take them to your room.
- Report any threatening or harassing behavior to Residence Life and Security. Report any vandalism or theft to Security immediately.
- Introduce yourself to your Resident Assistant and seek them or the Residence Life Office for information or concerns.

RESIDENCE HALL AMENITIES & SERVICES

Bulletin Boards and Notices

Throughout the year, notices containing information pertinent to resident students are posted in the high traffic areas and via email. Students are responsible for reading and understanding these notices. Posters must be approved through the Residence Life Office. All posters will be posted by Residence Life Staff including all posters approved by the Student Activities Center. Postings are not permitted on glass entrance doors. RAs are given dry erase boards for their use in order to provide information for residents.

Cable TV

Basic cable service is offered to all residents, who are asked to provide their own cable cords.

Computer Labs

The computer labs, located in the halls, are equipped with Internet, email, and library information resources. The labs are equipped with computers and laser printers, plus lap-top access. All residence hall rooms have either wired or wireless access to internet, email, and library information resources.

Disability Services/Accommodations

Bellarmine University is committed to achieving equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no qualified person

be excluded from participating in any University program or activity, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any University program or activity. A student must be registered with the Director of Disabilities Services and the Director must recommend any accommodations for housing. Disability Services is located in the B Level of the Library.

Mail Delivery Service

The University provides mail service for residents. The resident will receive a campus mailbox number and combination or key during the residence hall check-in process. If you do not receive a combination or key to a campus mailbox it is the student's responsibility to contact Residence Life. Mail and packages are distributed each weekday. All packages are logged immediately and an email message is sent out to residents who received a package that day. It is the resident's responsibility to check his/her mailbox daily. Mail should be addressed as follows:

Name
Bellarmine University
Campus Box #
2001 Newburg Road
Louisville, KY 40205

The Residence Life Office can track packages that come to our office from the University mailroom; however, we cannot track any mail (envelopes, cards, etc) from the USPS. We recommend never sending cash through regular mail; all valuables and/or gifts should be sent in the form of a package.

Outgoing mail can be put in the mailboxes located in the residence hall lobbies or in the mailroom at the Campus Center.

Please Note: The Residence Life Office does not forward mail during University holidays, semester break, or over the summer. Residents need to contact individual businesses (e.g., banks, credit card companies/department stores, CD clubs, magazine/newspaper subscriptions, etc.) to inform them of the new address. The U.S. Postal Service Mail Forwarding kits cannot be used to forward student mail because the resident's address is the same as the entire University's address.

Roommate Agreement

The Roommate Agreement is a tool to help you and your roommate(s) to get to know each other and to establish specific guidelines/expectations for your room, its use, and your belongings. It is important to complete the Agreement in detail to avoid possible conflicts that might arise during the year. The Roommate Agreement should be returned to your RA. Your RA will keep the Agreement on file and he/she may use it in assisting with the resolution of roommate conflicts, if needed. At any time, you and your roommate(s) may make changes to the Agreement.

Sacred Space

See Campus Ministry (p. 12).

Evacuation Assistance

It is the policy of the University to provide accessible places for students to live and study, with appropriate safety and security measures in place. During fire alarms and other emergencies, alarms and flashing lights, which are located throughout the residential facilities, will alert students of potential and/or imminent danger. In addition, public address systems will be used when possible. Smoke detectors are in all residential rooms and public areas, and sprinkler systems are located in all residence halls. Local authorities and staff make every attempt to assist persons with disabilities who may require assistance evacuating a building during an emergency. The staff have been trained to follow the Evacuation of Persons with Disabilities procedures, as outlined in the Student Handbook. The Residence Life and Security staffs will maintain a list of the students who may need assistance and their room assignments. This information will be shared with external rescue personnel if needed. It is the responsibility of the student to inform the Residence Life Office if evacuation assistance will be needed.

Students have the opportunity to provide this information at the time of submitting an application or may contact the Residence Life Office at any time during the year to request assistance.

Recreation

Recreational areas are located in all the residence halls. Residents may check out equipment with a current I.D. Game rooms are subject to all residence hall and University policies.

Kitchen Facilities

All halls have full kitchens with a refrigerator, stove, sink and eating area. Halls also have common areas with microwaves, ice machines and vending.

Each student is responsible for providing his/her own cooking and eating utensils. Knives are allowed in the residence halls as long as they are used for and designed for cooking purposes (i.e., a paring knife). ALL other blades are a violation of the Student Code of Conduct and Weapons policy.

Common courtesy requires that residents clean up after themselves in the kitchen. For health and safety reasons, the kitchen cabinets or drawers may not be locked at any time. If you have concerns about securing your food and utensils, keep them in your room.

Laundry Facilities

Laundry machines are located in all of the halls and laundry service is a free amenity to all residential students.

Loan Keys

Students who are locked out of their room may gain access by contacting the RA on duty (7:00 p.m. - midnight or on weekends 8:00 a.m. - midnight) or the Residence Life Office (8:00 a.m. - 7:00 p.m., Monday through Friday) or Security (midnight - 8:00 a.m. weekdays and weekends). The staff members will only key individuals into their room after verifying their identity and documenting the loan key/key-in with appropriate paperwork. If a resident is issued a loan key, the student must bring the key back to the Residence Life Office within 48 hours or a lock change will be ordered at the expense of the student. The student will be assessed \$120 for a lock change to cover the expense of one new core and three new keys. Any additional keys needed for the room will be an extra charge of \$20 per key. Effective the first week of classes, the first loan key/key-in will be courtesy, but any subsequent loan key/key-in from that point forward will have a \$5 charge assessed per incident.

Missing Student Policy

Bellarmine University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating missing Bellarmine residential students. Individuals who believe a residential student to be missing should contact the Safety and Security at 502.272.7777 to complete a missing person report.

Upon notification that a student is missing, Security will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person the local Police Department will be contacted by the Office of Public Safety no later than 24 hrs after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President of Student Affairs or a designee that they are missing. Residence Life asks for the name of an emergency contact person for all residential students.

Safety and Security

Safety and security is a responsibility shared by the entire University community, including every student. Residential students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny

entrance to any building or room by unauthorized individuals. Residents should immediately notify the Residence Life staff in the building and the Office of Public Safety of any suspicious person or other emergencies in a building.

A Public Safety Officer provides security coverage through regular rounds in the residence halls. The officer will patrol the buildings, identifying and addressing safety, security, and behavioral problems. The Public Safety Officers work in conjunction with the Residence Life staff members.

Residents are expected to give full cooperation to Safety and Security by complying with the security procedures and cooperating with Security personnel. Propped doors will result in disciplinary action. Student Conduct sanctions will be imposed on any student who tampers with room or building doors, fire alarms or detection equipment, security cameras, or the emergency telephones.

If you find your vehicle has been damaged by an accident, hit and run, or vandalism, notify the Office of Public Safety at once. An officer will respond and take a report. A police report is necessary to satisfy most insurance company requirements. The University is not responsible for damage to a student's car.

Study Rooms

The study rooms that are available are open 24 hours per day. These rooms are for study or reading purposes only and cannot be reserved for group/organization use.

Telephone Services

Residents who need (no cellular phone access, emergency medical service, etc.) local land line phone service may request installation of the service by submitting an application to the Department of Housing and Residence Life. Activation will be based on the individual application submitted and will be at no cost to the student. Students with room activation are responsible for providing their own telephones. Cordless telephones 2.4 ghz or larger cannot be used in the residence halls due to potential interference with the wireless network.

So that adequate phone service will be available for personal or emergency use, students will have access to a "public phone" in each residence hall lobby and the Resident Assistant and Academic Peer Mentor staff members will be provided with a land line phone in their rooms.

Students residing in 1816 Norris Place apartments will automatically have local telephone service.

Television Lounges and DVD Use

Each residence hall is equipped with a color TV with cable. A valid student I.D. is required for a resident to check out any equipment. Use of DVD players should be in common areas with community consent and with regards to others.

Vacuum Cleaners

All residents may check out a vacuum cleaner from the Residence Life Office, Monday – Friday, 8:00 a.m. – 7:00 p.m. After 7:00 p.m. a vacuum can be checked out with the RA on duty at each front desk area from 7:00 a.m. – midnight. An I.D. card is required to check out a vacuum. Residents will be held financially responsible for damages to equipment.

RESIDENCE HALL PROCEDURES

Check-In and Check-Out

A student moving into the residence halls is responsible for completing a Room Condition Report (RCR) with the Resident Assistant. We define a room as an enclosed space with a lock and a door. Common or suite lounges are not considered rooms. This report is kept on file and used for assessing damages when a student changes rooms or exits the halls. Residents must also complete the RCR upon checking in or out of the halls. All furniture must remain in the room and be returned to its' original arrangement, damages should be reported, the room cleaned, keys returned and the check out process completed prior to the student vacating the room. Failure to complete the check-in or check-out process properly will result in fees and forfeiture of the remaining balance on the damage deposit. Students must return keys to a Residence Life staff member prior to checking out of a hall permanently. Keys not returned to a staff member will result in an improper check out fee and a charge for a lock change.

Consolidation Process

A Consolidation Process is utilized by the Residence Life Office to maximize the space in the residence halls and open rooms for new assignments. The Consolidation Process occurs during the first three weeks of each semester. The Residence Hall Contract states that the University reserves the right to require a student to share a room with a roommate. The Consolidation Process is as follows:

1. All residents who do not have a roommate will be contacted by the Residence Life Office and notified of the Consolidation Process in writing.
2. Residents without roommates will be given the following options:
 - a. Be consolidated with another resident on their current floor.
 - b. Choose a roommate and complete the Room Change Process.
 - c. Take their current room as a single (at the private room rate).

3. All moves will be completed by the end of the fourth week of each semester.
4. In general, a resident who is the last single person on his/her floor is not required to consolidate to a different floor. However, the Residence Life Office reserves that option if there is a need for space within the residence halls. Students who lose their roommates after the third week of each semester may remain in their room. They must reside on only one half of the room and the room must be prepared to accept a new roommate at any time.

Hall Closings

The residence halls close for Thanksgiving Break, Winter Break, Easter Break and Spring Break at 8:00 p.m. the last day of classes or finals prior to each break. At the end of the Spring Semester, the halls close at 8:00 p.m. on the evening of the last day of final exams. Students are asked to leave the halls no later than 24 hours after their last scheduled exam or at the final hall closing time, whichever comes first. Your RA will provide information about required check out procedures. Students who do not check out appropriately, or vacate their rooms within the stated time frame may be assessed a fee. Residents found in the halls while they are closed are subject to University conduct sanctions. It is important that students remove items they may need during the hall closing period.

You can apply for an exception during each break to remain on campus in the event of extenuating circumstances. Exception information will be sent out two weeks prior to each break. Some breaks may require a nightly fee. Consult all notices that are posted during these times for more information.

Room Assignment

The established guidelines for obtaining housing are published by the Residence Life Office in the spring semester. It is the student's responsibility to obtain the necessary forms and follow all instructions carefully. Room assignment is contingent upon the receipt of the application/contract, health history form, and payment of the room and/or damage deposit. A room is defined as a space with a door that locks. Common areas are not considered room space and cannot be assigned.

Room Assignment for Students with Disabilities

On-campus residence hall accommodations are available for students with disabilities. Adaptive housing space is limited and spaces are assigned on a first-come, first-served basis when the completed application and deposits are received. It is the responsibility of the student to register with the Office of Student

Disability Services. In addition, the student should inform the Residence Life Office if special accommodations are needed. The Residence Life Office will respond to requests for appropriate and reasonable housing accommodations in a timely manner.

If a student or the student's parents or advocate believe that the University's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student's safety or health, he/she may file an appeal. The appeal must be in writing and filed with the Associate Dean of Residence Life within 15 days of the assignment. If the student is not satisfied with the response of the Residence Life senior staff member, the student may request a review by the Appeals Committee within seven calendar days after receipt of the decision by the Residence Life officer. The Appeals Committee shall be comprised of the Director of Disability Services (Chair), the Director of Public Safety, the Director of Health Services, and the Assistant Director of Facilities Management. The Associate Dean of Students and Residence Life will forward the appeal. The Appeals Committee shall notify the student in writing of its decision within ten working days after the appeal is received. The decision of the Appeals Committee shall be final and not subject to further review. Specially adapted rooms for ADA students are located in Petrik, Anniversary, Siena Terzo, and Siena Quarto halls.

Room Changes

Room changes may occur during the designated room change period after two weeks of classes. After first discussing the matter with the roommate(s), a student wishing to change rooms should notify his/her Hall Director. Residents requesting a different roommate **MUST** be willing to move to another room. The resident **NOT** requesting a change has a right to stay where she/he is. Room changes should be for the benefit of all parties involved. All roommates must go through the roommate mediation process with their Resident Assistant or Hall Director before a decision will be made about a room change.

Any student who changes rooms without prior approval from the Associate Dean of Residence Life or his/her designee will be subject to disciplinary action and must move back to the original room. A roommate responsible for creating a conflict, as a result of inconsiderate behavior or harassment, will be subject to disciplinary action and a possible mandatory room change. If a mandatory room change results in the offender having a private room, he/she will either need to consolidate with another single occupant or be charged the full private room rate.

Security Cameras and Equipment

Tampering with security cameras or other equipment dedicated to the safety of the residential community may result in immedi-

ate dismissal from the residential system and potentially from the University. Student(s) found responsible for the vandalism or tampering will be charged for the costs of repairs, parts, and labor of the equipment in addition to potential conduct fines.

COMMUNITY STANDARDS

An environment conducive to learning, living, and growing requires an atmosphere of cooperation among residents and respect for self, others, and property. Community Standards help to ensure a positive community in the residence halls. While the Residence Life staff assumes some responsibility for educating residents about community standards and implementation of them, ultimate responsibility for knowing and complying with the information in this handbook lies with each resident. Living in a residence hall is a privilege and requires residents to exercise good judgment and self discipline by taking responsibility for their decisions and behavior. By allowing the existence of behaviors or items that violate housing and residence life policies and/or the Bellarmine Code of Conduct, students have demonstrated an implied consent for the violation and thus may be equally charged and sanctioned for the violation. In addition, students will be considered in violation if they fail to remove themselves from the violation and/or fail to report it. Students who choose not to respect the established standards will be subject to conduct action and may be asked to leave the community.

Students must also comply with the terms of the Residence Hall Contract, the Community Standards and the University's Code of Conduct. The Department of Housing and Residence Life and the University reserve the right to add or change policies.

Alcohol

Use, in the presence of, or possession of alcoholic beverages, distribution of alcoholic beverages, drinking in public, public intoxication, abuse (requiring medical attention, passing out, vomiting, loss of memory or hospitalization), manufacturing alcohol, possessing consumption devices (bongs/funnels) and mass containers (kegs/mixed alcohol from a common source outside of its original packaging) are not permitted. This includes common areas (main lounges, laundry rooms, study lounges, etc) suites, rooms, lawns, courtyards, parking lots, stairs and elevators.

Residents may not display alcohol containers (e.g., beer can pyramids, windowsill displays, etc.) regardless of the person's age. Empty containers and/or packaging (cans, bottle, kegs, beer bongs, cardboard cartons, etc.) will be viewed as evidence of possession and/or consumption of alcohol. Residents are not allowed to use alcohol containers whether full or empty as decorations within their residence hall room.

21 years and over environments: Residence Life may designate certain floors or residence halls as environments that allow

personal levels of alcohol for students who are 21 years and over. Personal levels of alcohol are one six-pack, one bottle of wine, or one pint of liquor per resident. Guests of residents may not bring additional alcohol into the environment. Alcohol must be consumed inside the resident's room and parties are not allowed. Residents in 21 and over environments may not provide alcohol to any student or guest who is not 21 years of age.

Substance Free Areas: Residents may choose to designate a suite or floor as a substance-free living environment. All residents have contractually agreed not to possess or use alcohol, illegal drugs, or tobacco products of any kind in those areas. Signs are posted, informing others of the policy for these floors, and the residents of the floors are responsible for the behavior of their guests.

Appliances

Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio, stereo, TV, study lamp, video game console, electric razor, hair dryer, personal computer and VCR/DVD. Small coffee pots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, space heaters, candle warmers and other open-element electrical appliances are not permitted in the residence halls.

In addition, halogen lamps are not allowed in the residence halls for safety reasons. Prohibited electrical equipment will be confiscated and returned at semester break.

Bicycles

Bicycles are not permitted to be kept in lounges or hallways, and should not block building exits, stairways, or hallways. It is recommended that bicycles be kept locked in the outdoor bicycle rack provided and the bicycle's serial number be included on your registry of personal items. We ask that all residential students register their bikes with their Hall Director within the first 10 days of each semester. The University assumes no responsibility for bicycles that are stolen, lost, or damaged while on University property. Bicycles that are in unauthorized areas will be removed. If a lock must be cut to remove the bicycle, the student assumes responsibility for its replacement.

Building Safety

Any attempt to compromise the University security systems, access an unauthorized area, replicate University keys, and/or any behavior that is perceived to be a wide spread threat to the safety of others is prohibited. Other safety and security restrictions include but are not limited to tampering with entry/exit doors locking systems, accessing attics and roofs and/or posting campus threats. Residents are not allowed to throw objects into or out of windows or off balconies. Not only does

this act increase the litter around the buildings, it also causes undue danger to residents and people passing by. Windows and balconies are not to be used for drying purposes, as entrances to rooms, or for coolers.

Propping doors is also a building safety issue. Propping doors imposes a security risk for all people within the community. This includes outside entrance doors to a building, room doors, bathroom doors, or any other doors within a building as well as tampering with the locking mechanism. Any student found propping a door or entering in the building through a propped door may be subject to disciplinary action. Door propping also includes taping or otherwise interfering with the locking mechanism on any door, so that it does not lock. Bedroom door stops are permissible when a resident is present in his/her room.

Hanging items from or displaying items on the outside of windows is also prohibited. However, appropriate inside window displays are acceptable. Hallways, lobbies, and lounges are not to be used as recreational areas. Any hall sport can be dangerous to other persons and can result in damage to the residence halls. The noise and obstructions may also negatively impact the community. Therefore, sports and recreation activities (including food fights, water fights, rollerblading, skateboarding, bike riding, football, etc.) are prohibited in the residence halls.

Bunk/Loft Beds

Siena, Petrik, Newman, and Anniversary Halls have factory made "bunkable" beds. Beds may be used as bunk beds if residents insert metal dowels in the beds. These metal dowels may be obtained from the Residence Life Office. Also, residents of Newman, Petrik, Siena Complex, and Anniversary Halls may raise their beds up to one foot (12 inches), to accommodate the storage of boxes, etc. Bunk beds may not be raised. Students may loft their own beds at their own risk. The university is not responsible for non-university loft beds.

Confiscation

Residence Life staff members have the right to confiscate any item deemed inappropriate for causing disturbance to the community or in direct violation of a University or Residence Life Policy. Items may be returned by the building Hall Director at semester break so that items can be removed from campus.

Drugs

Refer to the Policy on Alcohol and Illicit Drugs, p. 45 and 49.

Escort Policy

All guests, whether residents or not, must be escorted by the resident host at all times. Residents are responsible for the

behavior of their guests at all times. Disruptive behavior from guests during visitation may result in loss of visitation privileges.

Building Entrance Phones

Building Entrance Phones are located at the main entrance of the residence halls for convenience to guests and security of residents. Guests, including residents from other halls, can contact their host to request admittance to the residence hall. The guest must wait to be admitted to the residence hall by his/her host.

It is imperative that residents of the hall not admit individuals waiting outside or knocking on the entrance doors. Those individuals waiting will be admitted and escorted by their host. In addition, entrance doors may not be propped open. This policy is to help to ensure the safety of residents and the security of their belongings. Admitting persons who are not a resident's guest presents a potentially dangerous situation. Residents who admit individuals, other than their own guests, or who prop the entrance door, will be subject to disciplinary action. For your safety, please admit only your guests and escort them.

Explosives and Weapons

Community values and safety require that weapons, knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, other legally defined weapons (both functional and decorative), explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals be prohibited on campus. Such explosives and weapons will be confiscated and individuals will be subject to student conduct sanctioning.

Extension Cords

If extension cords are used, they must be UL (Underwriters Laboratory) approved and "heavy duty." The University recommends the use of surge protectors. Residence Life and the University do not assume liability for damage caused by electrical surges that occur periodically.

Fire Safety

Fire safety equipment, such as fire doors, fire alarms, and fire extinguishers, are present to protect lives and property. Tampering with such equipment is extremely dangerous and will not be tolerated. Tampering with fire extinguishers and /or fire alarms, and lighting material may result in dismissal from the residence halls. Tampering with other fire safety equipment, including damaging smoke detectors, is prohibited and results in a disciplinary action. Smoke detectors are checked periodically to ensure proper functioning. Setting an unauthorized fire is prohibited. For safety reasons, burning candles (including candle warmers), incense and smoking are not allowed in the

residence halls for any purpose. If a student sees a fire, they should report it to 911 immediately.

Harassment/Offensive Behavior

All students and University employees are to be treated with respect. Abusive language, including but not limited to profanity, threats, racist or degrading language, remarks, "jokes," unwanted physical contact, or inappropriate sexual language, gestures, or activity are considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be considered violations of both Residence Hall and University policies. Also refer to the Sexual Discrimination & Misconduct policy in the *Student Handbook*, p. 39.

Harmful Behavior

Behavior that places self or others in harm or potential danger is prohibited.

Keys/Student IDs

Students will be issued the appropriate keys and or Student ID to their assignment upon arrival at the residence halls. It is a student's responsibility to carry his/her key and /or ID at all times. Students are not allowed to hand out or lend their keys and/or ID to anyone at any time. Students must return keys to the hall staff when they move out of a room. Credit will not be given for keys returned after the check-out date.

Lost keys and/or IDs must be reported to the Residence Life Office. A charge of \$120.00 will be assessed for each lost key. When a key is lost, the appropriate lock(s) will be changed and Card Swipe systems will be reprogrammed. All new keys and/or IDs will be issued to the residents. Students found with duplicate keys or ID cards will be subject to disciplinary action and a fine.

Needle/Syringe Disposal

For the health and safety of all residents and staff, students who use needles, syringes and/or finger prick devices must use an approved sharps container for disposal. These items cannot be disposed of in any building trash container or dumpster. Students are responsible for providing their own sharps container. If any student needs assistance with disposal of these items, please contact the Associate Dean of Students and the Director of Housing and Residence Life at 502.272.7272.

Non-Compliance

All students and their guests are to cooperate with any reasonable request or sanction from a University staff member, including student staff members. Failure to comply will result in conduct sanctioning. Guests who fail to comply will be asked to leave the residential community immediately and will be banned until their student conduct hearing.

Offensive Materials/Displays

The Residence Life staff members encourage all residents to be sensitive to our diverse population and to visitors to the halls. Offensive materials externally posted or that can be viewed from outside the room (e.g., through a door or window) are not permitted. University officials will deem appropriateness of materials and take necessary action. Inappropriate items may not be displayed on the outside of bedroom doors and Residence Life staff members may request items be removed.

**Please see the official University Posting Policy, p. 54 for details.*

Overnight Guests & Host Responsibility

Residents may have an overnight guest of the same gender for two nights within a seven day period, if they obtain an Overnight Pass from the hall staff at least twenty-four hours in advance. Roommates should confer about overnight visitors and agree that an overnight guest is not an imposition. Refer to the section on Roommate Agreements.

Overnight guests should not cohabitate with a resident at any time. Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there. Cohabitation includes but is not limited to:

- Accessing the room or apartment while the assigned occupants are not present
- Utilizing a key to enter a room or apartment to which one is not assigned
- Keeping clothing or other personal belongings in the residence hall room or apartment
- Sleeping overnight in the room/apartment on a regular basis
- Using the bathroom and shower facilities as if one lives in the room/apartment

When a guest's continual presence hinders a roommate's ability to study, sleep, and or/occupy their room, this will be considered a violation of the policy as well.

All guests are required to observe Residence Life and University policies. The host is responsible for the guest's behavior and assumes this responsibility by informing the guest of the Residence Life and University policies. If guests violate Residence Life or University policies, the guest and host are responsible. The host must accompany the guest at all times in the residence hall. A guest must show a valid picture ID card and Overnight Pass when asked by Security officers or Residence Life staff.

Pets

Residents may have certain types of fish (tropical fish/goldfish), aquatic frogs that can survive under water in their residence hall rooms. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than 2 tanks per residence hall

room. Tanks should be maintained and cleaned routinely for the health of the animals. Animals should be taken home during holidays and breaks for their safety.

Physical Contact/Use of Force

Physical contact/use of force against any person will not be tolerated. Residents and employees of the University are entitled to be free of intimidation, fear, or the threat of physical contact or the use of force. Violations of this policy could result in severe disciplinary action.

Quiet Hours/Noise

There is to be an environment conducive to study in the residence halls at all times of the day and night. Therefore, we have a 24-hour Consideration Policy. The 24-Hour Consideration Policy means that residents should monitor their noise levels at all times, giving consideration to other residents. Quiet hours are as follows:

Sunday - Thursday11:00 p.m. - 11:00 a.m.
Friday - Saturday1:00 a.m. - 11:00 a.m.

The Quiet Hours policy will be further restricted during the week of and prior to final exams. Violations of 24-Hour Quiet Hours during final exams may result in the immediate suspension from the hall for the duration of the exam week. Stereos are not to be aimed out windows or played with the door open.

Refrigerators/Microwaves

Refrigerators must be UL (Underwriters Laboratory) approved and no larger than 3.2 cubic feet (not to exceed 120 volts). Each room is allowed one refrigerator and one microwave. However, one microwave per suite in Petrik Hall is allowed. Microwaves cannot exceed 700 watts (not to exceed 120 volts). Microwaves exceeding this limit or the designated number per room/suite will be confiscated for the remainder of the semester and residents will be subject to the student conduct process. The Department of Housing and Residence Life reserves the right to change or amend this policy should the electrical systems of the halls not be sufficient to withstand the use of microwaves.

Room Entry and Search

When a staff member seeks access to a student's room to determine compliance with applicable policies or for inspections for improvements and repairs, the occupant will be notified of such action in advance when feasible. There may be entry without notice in emergencies or when imminent danger to life, safety, health, or property is reasonably feared. Residence Life staff and Public Safety have the right to enter a resident's room

when requests to open the door have been ignored or denied.

The University may conduct a search of a student's room without consent to determine compliance with federal, state, or local law, as well as University rules and regulations, when there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of the institution, and of which it has reasonably trustworthy information, are sufficient to cause a person of reasonable caution to believe that an offense has been or is being committed. University officials will make a reasonable effort to seek permission from residents for a consensual search as well as ask residents to produce any items that may be in violation with University and Residence Hall policies prior to conducting a conduct search. A consensual search allows residents to be forthcoming with officials about any violations that have occurred in the residence halls and will help expedite the process. Cooperation with officials will be noted in conduct records. University officials will respect resident's belongings and treat them with care when conducting any search. Conduct searches may be conducted when drugs, alcohol, or weapons/explosives are suspected to be in a residence hall.

Sledding and Other Outdoor Activities

Outdoor activities are encouraged in the play fields located on Newburg Road or in the University Quad. Sledding is not allowed on any of the areas surrounding the residence halls. Due to physical harm to others and University property, throwing/hitting such items as frisbees, snowballs, footballs, practicing with athletic equipment, and softballs/baseballs is not permitted near the residence halls where a building or person may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Outdoor activities except for sledding are permitted in appropriately designated areas.

Smoke Free Environment

All residence halls are tobacco and smoke-free. No smoking is allowed anywhere within the residence halls. Students found smoking inside the residence halls will be subject to conduct sanctioning. Tobacco use is not permitted in any University building, on campus property, or University owned-vehicles. Tobacco products in use mean all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products.

Solicitation

No solicitors, sales people or agents, whether students or not, are permitted to personally contact students in the residence halls for commercial purposes except when contracted by the

University or Department of Housing and Residence Life. Students are not permitted to go door-to-door for promotional reasons unless approved by the Associate Dean of Students and Director of Housing and Residence Life and/or his/her designee. If you have received sales solicitations or promotional information by phone, mail, door-to-door, or on your vehicle's windshield, please inform the Residence Life Office. Additionally, students are not allowed to use their rooms for commercial purposes.

Technology

All residents must follow the technology policies as set forth in the *Student Handbook*. Using the Internet or any computer in a public computer lab in the halls for playing games is not allowed.

Theft

Each year students lose money, clothing and valuables from rooms left unoccupied with the door unlocked or the windows open. The University is not responsible for any loss or damage due to theft, fire, vandalism, accident or student negligence and does not provide insurance for your personal property. Students are encouraged to inventory all personal belongings and to record serial numbers when possible. Residents are strongly advised to have their parents' homeowner's insurance cover their personal property at school or to obtain renter's insurance. In the event of theft, immediately advise your RA and Security. If a lock is not working properly, report it to the Residence Life Office. Students are expected to refrain from taking others' belongings without their permission.

University Property

Unauthorized possession of University property will be considered theft. If students are found with University property, a disciplinary fine may be assessed for each individual item in addition to the student being processed through the student conduct system.

Vandalism

Vandalism to any building, University property, or personal property is forbidden. Residents are encouraged to report vandalism. When the responsible person(s) is not identified, all residents of that area will be assessed to cover the repairs. The responsible area will be determined by the Director of Housing and Residence Life.

Sanctions for those responsible for the vandalism include restitution of property damage, disciplinary action, and possible expulsion from the halls or the University.

Visitation

The daily visitation hours are 11:00 a.m. to 2:00 a.m. in all halls for non-residents. During these hours, visitors of the opposite

sex may be in the residence halls. Visitors of the same sex are allowed anytime, provided they have been admitted to the hall by the resident host.

Nonresident guests are allowed in the main lobby of each building 24 hours a day but must be escorted by a resident host. Only Kennedy-Newman residents are allowed in the second floor lounge before or after visitation hours.

All visitors are expected to abide by Residence Life policies and must be accompanied by their resident host while in the halls. Anniversary, Siena Terzo, Siena Quarto and Petrik Halls have 24-hour in-hall visitation for building residents only. All overnight visitors must be registered with the Residence Life Office 24 hours before arrival and have a guest pass.

Facilities

The Facilities Management staff has made, and continues to make, renovations. The following guidelines have been established to reduce necessary and costly repairs. Each student is responsible for the care and cleaning of his/her room/suite. The room and furnishings must be kept in clean and orderly condition and remain in the room at all times. It is expected that students will be considerate of University property.

Damage Charges

The University holds each student accountable and responsible for damage to University property beyond normal wear and tear. Breakage or marring of furniture; defacing of walls, ceilings, carpets; use of nails, screws, staples; damage to windows, doors; or general vandalism to University property will result in a damage charge and possible disciplinary action.

If a student or group of students can be identified as responsible for damages, they will be accountable for the charges. If a specific individual or group cannot be identified for damages in a public area, the assessments will be made against all individuals in that area.

Areas are defined as follows: Building, Hall, Floor, Suite, Room. For example, if there is damage to a bathroom in a clearly defined area, all individuals will be charged a repair cost if no single person takes responsibility. The entire building is responsible for the following areas: Stairwells, Lobbies, Entrance Doors, Laundry Rooms, Office Areas, Basements, Elevators, and Study Rooms.

Damage to decorations and bulletin boards will be included in vandalism charges. Improper disposal of trash will also result in damage charges to the area. Responsibility for the maintenance of a vandalism-free environment rests with the individuals living in each building. RAs and Security facilitate safety and security within the residence hall boundaries. Residents are expected to report strangers, persons doing damage, or anyone engaging in behavior inappropriate to the development of community living.

Billing for damage assessments will occur monthly or as needed. These assessments are charged against the Damage Deposit. Fines, in addition to assessments, may be levied especially in cases in which fire safety equipment or other security property has been damaged. Such fines are billed to a student account and must be paid promptly to ensure one's status in the residence halls.

Decorations

Decorations are encouraged to enhance and personalize residents' rooms. Because of the fire hazard, live Christmas trees, wreaths, and garlands are not permitted. Hanging any item from the ceilings, in doorways, over lights, and over fire safety equipment (e.g., smoke detectors and sprinklers) is prohibited for fire safety reasons. All Holiday decorations should be removed 48 hours after the Holiday (i.e., Halloween, Easter, Thanksgiving, etc.). To reduce the damage to the doors, memo boards have been provided on room doors. The use of double-sided tape is not permitted and nails are never to be used in concrete. Posters and other wall hangings must be hung from the tack strips provided on room doors. Wallpaper borders and other fixed decorations are not permitted. Please be careful when removing decorations.

Elevator

The elevator is a convenience for residents of Siena, Petrik and Anniversary Halls. Overloading and manually holding the doors open will cause the elevator to malfunction. Please use the "open door" button to hold the door. Elevator repairs are expensive and will be assumed by the residents in cases of vandalism.

Extermination

All residence halls receive extermination service every month in public areas and twice a year in student rooms. If you have a problem between the exterminator's scheduled visits, please call the Residence Life Office.

Housekeeping Services

The University provides daily custodial service for the common areas in each residence hall: lounges, corridors, stairways, and public restrooms. Cleaning is done between 7:30 a.m. and 3:30 p.m. Students are expected to clean their own rooms or suites. This includes bathrooms and commons area in Petrik, some areas in Siena and Anniversary Halls. Damage charges will be assessed if common or private areas are left unreasonably messy.

Inspections

The Residence Life Office may inspect rooms and suites to protect all residents from safety, health, and fire hazards. Inspections

also identify preventive maintenance needs. When possible, you will be notified prior to these inspections. A walk through of all residence hall rooms is conducted during all hall closings.

Painting

While originality plays a big part in the atmosphere that residents create in their living space, no part of the residence area may be painted; this includes rooms and all common areas.

Maintenance

Residents are encouraged to complete a Maintenance Request Form online as soon as a maintenance need arises. The Maintenance staff person completes Request Forms between 7:30 a.m. - 3:30 p.m., and in order of receipt and urgency. The staff member will always knock and announce his/her presence. If the residents are not available, the staff member will enter the room and make the repair. Your cooperation with maintenance and custodial staff will ensure prompt attention to problems and efficient maintenance of the halls.

Screens

Where provided, screens are not to be removed from windows. There will be a replacement charge for missing or damaged screens.

SAFETY

It is important for residents to familiarize themselves with the location of fire extinguishers, fire alarm boxes, exit routes, alternative exits, and fire safety procedures. A building must be evacuated by all present in an orderly manner as soon as any alarm sounds. It is suggested that you keep a coat, a pair of shoes, and a flashlight readily available in case you must evacuate.

MEDICAL EMERGENCIES

Serious and Life-Threatening Illnesses or Injuries

1. Do not move a seriously injured person, unless he/she is in a life-threatening situation.
2. If a medical emergency arises during office hours a student should contact the Residence Life Office immediately at 502.272.7272. The Health Services nurse can also be reached at ext. 8493. Public Safety will be contacted immediately by the Residence Life Office.
3. If a medical emergency arises at any time other than office hours then the RA in your building should be called and the Office of Public Safety should be notified (502.272.7777). The Duty RA will contact The Residence Life Professional on Call.

If a student requires transportation to a hospital, the Office of Public Safety will contact the Emergency Medical Services (EMS) and guide them to the residence hall location. A Residence Life staff member should be at the door to greet EMS and Security and guide them to the resident's location. Another Residence Life staff member should remain with the student requiring medical attention at all times until the EMS arrives at the location. Under no circumstances should a student, staff member, or anyone other than the EMS transport the individual to the hospital. A residence life staff member will also escort a student to the hospital. The Associate Dean for Residence Life, or his/her designee, may contact the parent or guardian and notify him/her of the emergency and the location of the hospital.

WHAT TO DO IN CASE OF FIRE

1. Sound alarm and call the Office of Public Safety (7777)- If you discover or suspect a fire, sound the building alarm.
2. Leave the building- Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, go to your designated evacuation area to allow clear passage of emergency personnel and equipment.
3. Do not go back - Do not re-enter the building until safety officials say it is safe to return.

FIRE EXTINGUISHERS

Care must be taken in operating the fire extinguisher properly. Fire extinguishers generally are operated by pulling out the locking pin, aiming the nozzle at the base of the fire, and squeezing the handle. A description of each extinguisher's operating instructions is located on the nameplate of the extinguisher. There are two types of extinguishers as described on the label: large silver type A (water), for only trash/paper fires; and small, red type ABC (dry chemical), for grease, electrical, and chemical fires. When a fire extinguisher is discharged, even partially, do not hang it up again. Report it immediately to the Residence Life Office. It will be recharged and replaced.

FIRE DRILLS

A fire drill is a practice exercise entailing the prompt, complete, controlled, orderly, and quiet evacuation of a building. Kentucky law requires a minimum number of fire drills for University buildings each academic year. This trial run familiarizes residents with proper evacuation procedures. A sufficient number of fire drills are held to ensure an efficient evacuation procedure for each residence hall. At the sound of an alarm, it should be assumed that it is an emergency and not a drill or a false alarm. No one is permitted to remain in the building any time a fire alarm is sounded.

SUGGESTIONS FOR FIRE SAFETY

Fire extinguishers, fire alarms, and warning systems are in the buildings for the safety of the people living or working therein. Tampering with these systems in any way may cause injury or death in the event of a fire. A false alarm is illegal. If apprehended, individuals risk expulsion from the University and/or criminal proceedings. Discharging extinguishers unnecessarily will result in dismissal from the residence halls.

Keep corridors and stairwell doors closed at all times to prevent smoke, fire, and toxic gases from spreading throughout the residence hall during a fire. Proper housekeeping is most important in the prevention of fires. Do not allow ordinary combustibles to accumulate in any area. Remove old papers, rags, and packing materials as soon as you are finished with them; remove garbage from your room on a daily basis. At all times, keep corridors and fire doors free from stored items (e.g., bicycles), debris, and other obstructions.

Flammable liquids such as gasoline and paint thinners are not permitted in the residence halls for any purpose. Because of the potential threat to personal safety in the event of a fire, clothing and other flammable materials are not allowed as ceiling hangings over lights, smoke detectors, or sprinklers. Flammable or wet materials must not be placed above heaters. Burning candles and incense is prohibited.

GENERAL STEPS FOR EVACUATION

1. Get down low and crawl if there is smoke - If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.
2. Feel doors before opening - Before opening any doors, feel the metal knob; if it is HOT, do not open the door. If it is cool, brace yourself against the door, open slightly, and if heat or heavy smoke are present, do not enter. Immediately close the door.
3. Go to the nearest exit or stairway - If the nearest exit is blocked by fire, heat or smoke, go to another exit. **Do not use elevators.** All building elevators are dysfunctional during a fire alarm. Close as many doors as possible as you leave, this helps to confine the fire.
4. Keep doors closed if trapped - If you are trapped in a room, place towels or clothing, preferably wet under the door to keep smoke out.
5. Signal for help if trapped - Hang an object out the window (bedsheet, jacket, etc.) to attract attention. If a telephone is available call Campus Security (272.7777) and report you are trapped. Be sure to give your room number and location.

6. Do not jump from the room - Any rescue attempts will be made by the Fire Departments.

SPECIFIC EVACUATION PROCEDURES FOR RESIDENCE HALLS

All residents must be familiar with their primary assigned exit and an alternate exit. Students must also be prepared to direct guests to the proper exits and to ensure their compliance. Exit procedures will be checked by Public Safety, firefighters, and Residence Life staff.

- **Kennedy Hall:** Descend the stairwell closest to your room. Exit through the front lobby or the emergency fire door on the ground floor. Assemble in the parking lot area below the residence halls.
- **Newman Hall:** Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.
- **Siena Halls:** Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.
- **Petrik Hall:** Descend the stairwell closest to your suite. Exit through the front or rear exit. Do not use the elevator. Assemble in the lower parking lot area.
- **Anniversary Hall:** Descend the stairwell closest to your room. Exit through the lobby or the emergency fire door on the first floor. Assemble in the parking lot next to the building.
- **1816 Norris:** Descend the stairwell closest to your apartment. Exit through the front or rear exit. Assemble in the parking lot behind the building.

EVACUATION OF PERSONS WITH DISABILITIES

Persons with disabilities should study and remember the features of each building they are in, including designated Evacuation Assembly Areas, stairwells, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Persons with disabilities should seek assistance from others if emergency evacuation becomes necessary. Students should be aware of the exit nearest to their room or current location, and possible alternatives.

If you require any assistance evacuating the residence hall in an emergency (e.g. fire), please notify the Director of Housing and Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared

with Residence Life, Public Safety, and fire department personnel who could provide assistance.

Please refer to the Disability Services section of the Student Handbook for complete evacuation procedures for persons with disabilities.

SEVERE WEATHER

Severe Thunderstorm Watch: Conditions are right for development of a severe thunderstorm. Continue normal activities, but be alert to intensified weather. Keep radio or TV tuned to weather casts. Be alert for changes in the weather. Be prepared to move to a safe place.

Severe Thunderstorm Warning: Severe weather is in the area and precautions should be taken. Remain indoors, away from windowed areas. Close windows/ close blinds in case of broken glass. Refrain from telephone use. Notify Security of any damage.

Tornado Watch: A tornado watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornados. A tornado watch, therefore, implies that is there also a severe thunderstorm watch. Follow the same precautions as a severe thunderstorm watch.

Tornado Warning: A tornado has been sighted. Seek shelter! The Residence Life staff and/or Public Safety will notify you of severe weather conditions and when possible danger has passed.

- **Kennedy-Newman & Siena Halls:** Vacate upper floors and seek shelter on the lower levels along an interior wall, away from windows, with all doors closed. DO NOT go to the lobby.
- **Petrik:** Vacate top floor (5th) and seek shelter in the common area of suites on floors 1-4. Close bedroom and study room doors and stay away from windows.
- **Anniversary:** Vacate upper floors and seek shelter on lower levels. Stay away from the center and ends of the hallway due to glass windows. Close all room doors.
- **1816 Norris:** Seek shelter on the ground floor, interior walls and/or bathrooms. Stay away from windows.
- **If Outside:** Get out of cars. Lie in a low area, covering your head and neck. If possible, keep a portable radio tuned to weather reports.

STUDENT CONDUCT PROCESS

(See Code of Conduct Section p. 34)

Residence Life Office is located in Petrik Hall. 502.272.7272.

CAMPUS SECURITY ACT & CRIME STATISTICS 2013 - 2015

In accordance with the Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1998*, and the **right to know** regulations, Bellarmine University provides information on crime statistics and security measures to prospective and matriculated students and their parents, and employees. The Crime Statistics are reported for three-year periods and include all **reported** instances of crimes that are required by the Campus Security Act, not just the convictions.

CATEGORY	VENUE	2013	2014	2015
Murder and Non-Negligent Manslaughter	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Negligent Manslaughter	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Sex Offenses Forcible	› On Campus**	4	3	1
	› In residence halls or conference facilities	4	3	1
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Sex Offenses Non-forcible	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Stalking	› On Campus**	1	1	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Domestic Violence	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Dating Violence	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0

** This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.

CATEGORY	VENUE	2013	2014	2015
Robbery	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Aggravated Assault	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Burglary	› On Campus**	0	1	0
	› In residence halls or conference facilities	0	1	0
	› Non-campus building or property	0	0	1
	› On public property	0	0	0
Arson	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Motor Vehicle Theft	› On Campus**	1	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Arrest for: Alcohol policy Violations	› On Campus**	2	0	2
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	1	1
Arrest for: Drug-related Violations	› On Campus**	0	1	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Arrest for: Weapons Possession	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0

*** This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.*

CATEGORY	VENUE	2013	2014	2015
Disciplinary Referrals: Alcohol policy Violations	› On Campus**	168	89	129
	› In residence halls or conference facilities	165	87	116
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Disciplinary Referrals: Drug-related Violations	› On Campus**	5	7	27
	› In residence halls or conference facilities	5	7	19
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Disciplinary Referrals: Weapons Possession	› On Campus**	0	1	3
	› In residence halls or conference facilities	0	1	3
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Murder and Non-Negligent Manslaughter	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Negligent Manslaughter	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Sex Offenses Forcible	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Sex Offenses Non-Forcible	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Robbery	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0

***This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.*

CATEGORY	VENUE	2013	2014	2015
Hate Crimes Aggravated Assault	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Burglary	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Arson	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Motor Vehicle Theft	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Larceny-Theft	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Simple Assaults	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Intimidation	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0
Hate Crimes Destruction, Damage or Vandalism of Property	› On Campus**	0	0	0
	› In residence halls or conference facilities	0	0	0
	› Non-campus building or property	0	0	0
	› On public property	0	0	0

** This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.

FIRES ON-CAMPUS STUDENT HOUSING FACILITIES

FACILITY	SUMMARY	2013	2014	2015
Anniversary Hall	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Kennedy Hall	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Newman Hall	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Norris Apartments	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Petrik Hall	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Siena Primo	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Siena Secondo	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Siena Terzo	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0
Siena Quarto	› Fires	0	0	0
	› Injuries	0	0	0
	› Deaths	0	0	0

***This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.*

HATE CRIMES STATISTICS

Each statistic resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

Key To Hate Crimes Notations By Type of Bias or Prejudice:

Race = ra Sexual Orientation = s
Gender = g Ethnicity = e
Religion = re Disability = d
Gender Identity = gi

Further Information

Further information about campus safety can be obtained from the Director of Public Safety by calling 502.272.7777.

THE MICHAEL MINGER ACT REPORT FOR 2015 ACTIVITY REPORTED FOR CALENDAR YEAR 2015

I. Section 1: - definition at KRS 164.948(2):

Campus Security Authority - definition at KRS 164.948(2):

Campus Security authorities at Bellarmine University include the Director of Public Safety, Public Safety officers and staff and any official of the university who has significant responsibility for student and campus activities including student discipline, student housing, student conduct affairs and student life. Designated university officials are: President, Provost, Vice President for Student Affairs, Vice President for Business Affairs, Dean of Students, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, Director of Student Activities-Orientation & Leadership, Director of Student Activities & Campus Programs, Athletic Director, Associate Athletic Director, and all athletic coaches and staff. The President or his designee may identify other officials if necessary.

Enforcement Authority: The Office of Public Safety officers have the responsibility for enforcing university policies and regulations and for reporting crime violations to local and state authorities. The Office of Public Safety enforces university policies regarding alcohol, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Firearms and dangerous weapons of any type are not permitted in the residence halls or on campus by students or employees. Intentional use, possession, or sale of firearms or other dangerous

weapons by students is strictly forbidden and is a violation of the student Code of Conduct.

Public Safety Officers are responsible for crime reports, fire and weather related emergencies, medical emergencies and traffic accidents. They also enforce parking laws and regulations. Public Safety Officers attend the Public Safety Officer Academy at Berea College and they undergo continuing training to upgrade their skills each year. They are trained in emergency medical procedures and CPR, including the use of defibrillators that are stationed in campus buildings and in the Public Safety vehicle.

Relationship with Law Enforcement Agencies: Office of Public Safety works closely with the Louisville Metro Police Department and other local, state, and federal law enforcement agencies. The director of The Office of Public Safety meets regularly with the police officials to discuss common crime problems and criminal activity on and near campus. The Office of Public Safety provides assistance to local law enforcement agencies when they are conducting an investigation that may involve a university student or employee.

II. Section 2: Description of Information Programs

KnightLIFE & Crossroads: New incoming students and their parents are informed about the services of the Department of The Office of Public Safety at student orientations which are held prior to the first day of classes.

Residence Life Orientation and Training Sessions: The Director of the Office of Public Safety meets with Residential Hall Assistants and reviews the university security protocols each year. Residential Assistants are also briefed about Public Safety services and about responding to emergency situations. Residential Assistants are required to attend Public Safety training sessions regarding fire and tornado emergency response.

When meeting with Hall Directors, the director informs about the protocol and Public Safety services. The director also gives presentations about the emergency response to particular emergencies. The Hall Directors are expected to educate students who live in dorms about Public Safety services and the emergency responses.

Safety and Security Awareness Month: During the month of October, The Office of Public Safety invites multiple safety and security vendors and specialists to the student lounge area, where they inform students about security issues and answer their questions. Safety & security tips are published in the student

newspaper Concord and Student Internet Portal. Students are invited to actively pursue safety information and advised about the incident reporting procedures. They are encouraged to be actively involved in safety practices and activities that prevent accidents or incidents from happening.

Office of Public Safety Web Site: Students and employees can access the Public Safety Web page at <http://www.bellarmine.edu/security>. On the Web page, students and employees can access the detailed list of services and other useful information such as Office of Public safety tips and parking rules and regulations.

Online Information: Each year, students receive information online, containing the University's policies and services. Information about the Office of Public Safety as well as details about university regulations, city and state laws, student disciplinary procedures and sanctions, parking and traffic regulations on campus and a detailed description of sexual assault and sexual misconduct policies is included in the online information.

Crime Reporting: The Office of Public Safety is located on the ground floor of the Campus Center in Horrigan Hall.

The Office of Public Safety can be reached from on campus telephones at the four digit number 7777. Off campus, local callers can reach The Office of Public Safety at 272.7777; callers from long distance areas should dial 502.272.7777

Bellarmine Campus is equipped with seven outdoor emergency telephones that are programmed to call The Office of Public Safety automatically when activated. Pressing the red button initiates an emergency call.

Courtesy phones, free of charge, are located in the lobbies or inside public areas of most university buildings. Students and employees can use these accessible telephones to call the Office of Public Safety at the four digit number 7777. The number is printed by or on the telephone.

The contact number of the Office of Public Safety is listed in the online office directory at <http://www.bellarmine.edu/contactus.asp>. It is included in the department's brochures and university handbooks. The number is also published on the home page of Office of Public safety at <http://www.bellarmine.edu/PublicSafety/contactsec.asp>.

Crime Prevention Programs

- **Escort Program:** The Office of Public Safety's escort service to all campus locations is available to students and employees 24 hours a day, 7 days a week.
- **Emergency Telephones:** Exterior emergency code blue

phones are directly linked to the Office of Public Safety's contact line.

- **Surveillance Cameras:** The Office of Public Safety monitors 152 cameras placed around the campus.
- **Daily Building/Lighting Checks:** When patrolling, officers survey exterior lighting, building exterior doors and campus grounds. All maintenance problems are reported to Facilities Management.
- **World Wide Web Site:** The Office of Public Safety's web site contains safety and crime prevention tips at www.bellarmine.edu/security/CampusSafety.asp.
- **Shuttle Transportation Program:** The Office of Public Safety oversees a Shuttle Bus operation, transporting students, faculty and staff to campus locations. The hours of operation vary. Information on route times and drop off locations is available at www.bellarmine.edu/security/documents/SHUTTLEBUSSCHEDULE.doc.
- **Security Awareness and Workplace Violence Training:** Each semester, the director provides detailed information on how to prevent workplace violence, how to identify possible offenders and what to do if violence occurs. The information which covers; warning signs information, reporting mechanisms and sources of counseling when possible offenders are identified; is available through attendance at one of the following:
 1. Security & Safety workshops.
 2. R A Training sessions.
 3. Safety Committee meetings.

III. Section 3: Statements of Policies and Procedures: Special Reports Policy

Safety Alerts: Timely warning policy is in place to notify the University community of potentially harmful situations and to provide information about precautionary measures. The University community is warned of unsafe, threatening and harmful conditions in the University and surrounding community by a campus wide email alert and text messaging system. Select Campus Officials are authorized to send alert emails and text messages. Other means of communication during crises include: megaphones, and use of voice intercom systems where available. Officers of the Public Safety Department work with assigned Building Coordinators in each campus building, who are trained to inform students and employees about emergency situations. To ensure that the university's public information response to an emergency is quick, accurate, sensitive and responsible, the Office of Communication and Public Affairs coordinates all crisis communications with Campus and off campus constituencies.

Disclosure of the existence of fire suppression system:

In accordance with Senate Bill 63, Residence Life informs all residential students that we currently have fire suppressant systems in Anniversary, Kennedy, Newman, Petrik, Siena Primo, Siena Secondo, Siena Terzo and Siena Quarto Residence Halls. All residence halls are within regulated fire code of the state of Kentucky and fire safety information is covered at required residential floor meetings and in the information provided to students online.

Policy for giving students with disabilities priority for first floor housing:

Students requesting first floor housing should contact the Disability Services Office at 502.272.8480 (V) or 502.272.8440 (TTY). The Coordinator for Disability Services enforces University's policies and services for students with disabilities.

Policy for maintaining a record of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities is the following:

Resident Life keeps a list of students requiring evacuation assistance and provides the Department of Public Safety a copy of the list at the beginning of each semester and keeps an updated record throughout the year.

III. Section 3: Campus Crime Statistics for 2015

TABLE 1 - CRIMES REPORTED TO LAW ENFORCEMENT

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	0	0	0	1
Burglary	0	0	1	0
Criminal Damage	0	0	0	1
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	3
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0

III. Section 3: Campus Crime Statistics for 2015 cont.

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	0	0	0	2
Liquor-law Violations	2	0	0	1
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

¹These are crime categories as required by the Federal and State Statute.

²On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

³Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

⁴Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

⁵Information as reported from the Louisville Metro Police Department.

⁶Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

III. Section 3: Campus Crime Statistics for 2015 cont.

TABLE 2 – CRIMINAL ATTEMPTS REPORTED TO LAW ENFORCEMENT

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0

III. Section 3: Campus Crime Statistics for 2015 cont.

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

¹These are crime categories as required by the Federal and State Statute.

²On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

³Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

⁴Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

⁵Information as reported from the Louisville Metro Police Department.

⁶Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

III. Section 3: Campus Crime Statistics for 2015 cont.

**TABLE 3 - INCIDENTS REPORTED BY NON-LAW ENFORCEMENT OFFICIALS
INCIDENTS AND CRIMES REPORTED TO UNIVERSITY SECURITY**

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	1	0	0	0
Burglary	0	0	1	0
Criminal Damage	19	1	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	1	0	0	0
Terroristic Threatening	1	0	0	0
Theft	32	13	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	3	3	0	0

III. Section 3: Campus Crime Statistics for 2015 cont.

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	0	0	0	0
Liquor-law Violations	2	0	0	1
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

¹These are crime categories as required by the Federal and State Statute.

²On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

³Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

⁴Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

⁵Information as reported from the Louisville Metro Police Department.

⁶Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.