

# BELLARMINE UNIVERSITY

## 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 Student Affairs Office or visit the handbook on line at <http://www.bellarmino/handbook.edu>. 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, 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, 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 is an affirmative action/equal opportunity employer.

Name \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_

Local Phone \_\_\_\_\_

Student Handbook  
2006-2007

Information in this handbook is accurate as of the date of publication. However, student policies may be changed after publication. For the latest up to date information on student policies, please check the Bellarmine University Student Affairs Website.

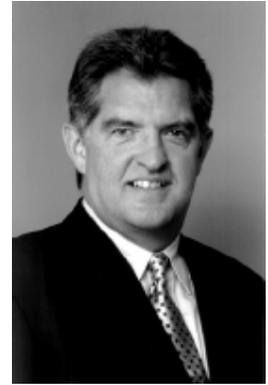
# Contents

|  |    |   |    |
|--|----|---|----|
| President’s Welcome Letter                           | 3  | Disability Service Grievance Policy             | 26 |
| Vice-President of Student Affairs                    | 4  | EDGE Co-curricular Transcript Program           | 27 |
| Welcome Letter                                       |    | Emergency Messages                              | 27 |
| Mission Statement                                    | 5  | Emergency Phones                                | 27 |
| Fight Song   | 5  | Fitness Facilities                              | 28 |
| Alma Mater   | 5  | Food Service and Meal Plans                     | 28 |
| Traditions   | 5  | Health Services & Medical Emergencies           | 29 |
| History  | 7  | Imminent Danger/Unreasonable Risk               | 30 |
| <b>ACADEMIC INFORMATION</b>                          |    |   |    |
| Academic Calendar                                    | 8  | International Student Services                  | 30 |
| Academic Policies                                    | 10 | Intramural Sports                               | 30 |
| Academic Resource Center                             | 10 | Library   | 31 |
| Class Attendance                                     | 10 | Lost & Found                                    | 32 |
| Maximum Course Load                                  | 11 | Minority Student Services                       | 32 |
| Drop/Add and Withdrawal                              | 11 | Pets  | 32 |
| Treatment of Federal Aid after a Withdrawal          | 11 | Residence Life                                  | 32 |
| D-F Repeat   | 12 | Safety and Security                             | 33 |
| Waivers & Exceptions                                 | 12 | SOAR and Orientation                            | 35 |
| Transcripts  | 13 | Student Activities and Organizations            | 36 |
| Cancelled/Delayed Classes                            | 13 | Technology Services                             | 36 |
| Student Academic Grievance Policy                    | 13 | Voter Registration                              | 38 |
| Study at Other Institutions                          | 16 | <b>POLICIES</b>                                 |    |
| Family Educational Rights<br>and Privacy Act (FERPA) | 16 | Student Non-Academic Grievance Policy           | 38 |
| Academic Honesty                                     | 17 | Policy on Alcohol and Illicit Drugs             | 40 |
| Financial Aid  | 20 | Community Standards and Obligations             | 45 |
| Tuition Payment                                      | 21 | Code of Conduct                                 | 46 |
| Adjustments and Refunds of Tuition                   | 22 | Student Discipline Procedures<br>(Non-Academic) | 47 |
| Military Service and Serious Illness or Injury       | 22 | Event Registration                              | 49 |
| Veteran’s Benefits                                   | 22 | Halogen Lamp Policy                             | 50 |
| Methods of Payment                                   | 23 | Hazing Policy – Student Organization            | 50 |
| <b>CAMPUS LIFE INFORMATION</b>                       |    |   |    |
| Address & Name Changes                               | 23 | HIV/AIDS Policy                                 | 51 |
| Athletics  | 23 | Insurance                                       | 52 |
| Bookstore  | 23 | Parking and Driving on Campus                   | 52 |
| Check Cashing  | 23 | Posting Policy                                  | 54 |
| Building Reservations                                | 23 | Raffles and Charitable Gaming Activities        | 55 |
| Campus Ministry                                      | 23 | Sexual Assault and Sexual Misconduct Policy     | 55 |
| Career Center  | 24 | Sexual Harassment Policy                        | 58 |
| Counseling Services                                  | 24 | Smoking   | 60 |
| Disability Services                                  | 24 | Solicitation                                    | 61 |
| Evacuation of Persons with Disabilities              | 25 | Technology                                      | 61 |
| Disabled Parking                                     | 26 | Transportation                                  | 62 |
|  |    | Guide to Residence Hall Living                  | 63 |
|  |    | Crime Statistics                                | 85 |

Dear Bellarmine University Student:

Welcome to Bellarmine as we begin the 2006-2007 academic year. You are here at a truly remarkable time in the university's young history. We are embarking on our new Vision 2020 to become the premier independent Catholic university in the South, and you will see signs of our progress immediately in this regard.

Our new stadium will be ready for Spring 2007, and this magnificent facility will be just the newest tangible sign of Bellarmine's commitment to educate the whole person—mind, spirit and body. Soon, we also will begin work on a wonderful new residence hall. And we are planning additional new academic schools and programs that will benefit Bellarmine students and, through you, the world.



Beginning with Bellarmine's "Pioneer Class," (Class of 1954), Bellarmine's alumni have been recognized as outstanding human beings and well-educated leaders in their respective fields. As you create your future at Bellarmine University, please know that the various projects under way and planned not only will enhance your education but also, for years to come, the value of your Bellarmine degree.

Bellarmino's success as a university, therefore, is tied to your success as a student, a person, and a professional. So this year, and all of your years at Bellarmine, as you live and learn, work and play, I encourage you, therefore, to make the most of all the opportunities available to you at Bellarmine and discussed in this book.

Best wishes to you for great success and great enjoyment in and out of the classroom as you encounter and contribute to Bellarmine University's educational experience.

Sincerely,

A handwritten signature in black ink, which appears to read "J. McGowan". The signature is fluid and cursive.

Joseph J. McGowan  
President

August, 2006

Dear Bellarmine Student:

Welcome to our learning community. I am very pleased to have you as part of our Bellarmine family. The faculty, along with the Student Affairs staff, look forward to the many significant contributions you will make here at Bellarmine. I hope that you will continue to preserve our rich legacy by working toward and achieving excellence in all that you do.



Our goal is quite simply to help you succeed. The Division of Student Affairs, along with our faculty, have worked hard to both challenge and support your education in and out of the classroom. Current research in Higher Education strongly supports the premise that college students who are involved and own their experience in campus life-related activities, not only feel better about their college experience but also perform at a higher level. We strongly encourage you to be an active part of student governance, student activities, campus ministry, community service, leadership within a registered student organization, athletics, intramurals and any and all other opportunities found within student life at Bellarmine.

There are numerous beliefs that are inherent to the Division of Student Affairs and student success. They are:

- Each student must be treated with dignity and worth and as a unique individual.
- Bigotry cannot and will not be tolerated.
- Feelings affect thinking and learning.
- Student involvement enhances learning.
- Personal circumstances affect learning.
- Out-of-class environments affect learning.
- A supportive and friendly campus life helps students learn.
- Freedom to doubt and question must be guaranteed.
- Effective citizenship should be taught and practiced.
- Students are responsible for their own education and lives.\*

*\* Student Personnel Point of View*

Remember these basic beliefs and rights as you begin your new academic year. A Bellarmine University education is a privilege and responsibility. Be purposeful and intentional as you plan your year at Bellarmine. If I can ever be of service to you, please do not hesitate to contact me or any of the faculty, staff or campus leaders here on our campus.

Best wishes for a wonderful year,

A handwritten signature in black ink, appearing to read "Fred W. Rhodes".

Fred W. Rhodes, Ed.D.  
Vice President for Student Affairs

## Mission Statement

Bellarmino University is an independent Catholic university serving the region, nation and world by educating talented, diverse students of all faiths and many 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 single perspective and thus to thoughtful, informed consideration of serious ideas, values, and issues, time-honored and contemporary, across a broad range of compelling regional, national and international matters. By these means, Bellarmine University seeks to benefit the public interest, to help create the future, and to improve the human condition.

## Bellarmino University 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!

## Bellarmino University Alma Mater

Words by Joseph J. McGowan, Jr., 1992  
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

## Traditions

### Motto

The motto of the 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. The 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 official Seal of Bellarmine University has four colors: the school colors of scarlet and silver, accented by black and white. The Seal consists of the coat of arms and university motto framed within three circles, the scarlet band which states the institution's name, Bellarmine University; location, Louisville and Kentucky; and founding date, 1950.

Framed by the scarlet band is the coat of arms on a scarlet shield set in a field of silver. The shield has four quadrants created by 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 world. While an independent university with a self-perpetuating Board of Trustees since 1968,

Bellarmino 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 with its decorative doves reflecting the primacy of peace in the world.

Below the shield in a scarlet banner is the university's motto "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. The 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.

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. Our alma mater includes the phrase "In the City of the Falls, high upon a hill, stands Alma Mater Bellarmine, the pride of Louisville."

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 the hospitality, "cura personalis," concern for each person as an individual, and each individual as a whole person that characterizes teaching, learning, and life at Bellarmine University and which 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 silver 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 Floersch, and Bellarmine's President, Dr. Joseph McGowan!

In the lower left quadrant of the shield are five stripes in the official colors of Bellarmine University, scarlet and silver. 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 have been 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 which merged with Bellarmine in 1968; and with the inclusion of the University's colors on the other vacant quadrant, three bands of deep scarlet alternating with two bands of brilliant silver.

## History

Bellarmino University 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 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 Seminary 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 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 was 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 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 (arts & sciences), the Donna and Allan Lansing School of Nursing and Health Sciences, the W. Fielding Rubel School of Business, and the Annsley Frazier Thornton School of Education, the School of Continuing and Professional Studies, Center of Interdisciplinary Studies and Technology (CITÉ), and the Graduate School.

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.

Already in the new millennium, five major building projects have been completed and dedicated: Our Lady of the Woods Chapel in the wooded area above Newburg Road; Anniversary Hall, a new 200-bed residence hall; a Campus Center on two floors of Horrigan Hall; and the transformation of Campus Tennis Club into the Bellarmine Sport, Recreation and Fitness Center; and the 28,500-square-foot Norton Health Science Center opened in 2003. In the summer of 2006, two major construction projects began. The Owsley B. Frazier Stadium and a residence hall plaza known as Siena should be ready for use in 2007.

# Academic Calendar

## Fall Semester 2006

|                        |   |
|------------------------|---|
| May 8–August 25        | Registration  |
| August 28              | <b>Classes Begin</b>  |
| August 28– September 1 | Drop/Add and Schedule Changes   |
| September 1            | Last day to apply for a degree in December  |
| September 4            | Labor Day—Holiday (no classes)  |
| September 8            | Last day to change from Audit to Credit, Credit to Audit, Letter Grade to Pass/Fail, or Pass/Fail to Letter Grade |
| October 7–10           | Mid-Semester Break  |
| October 27             | Last day to withdraw from course without Grade (W)  |
| November 22-25         | Thanksgiving Holidays (no classes)  |
| November 27            | Classes resume  |
| December 11-16         | <b>Final Examinations</b>   |
| December 18            | Grades due in Registrar's Office  |
| December 20            | Fall Commencement   |

## Spring Semester 2007

|                       |  |
|-----------------------|--|
| November 27–January 5 | Registration   |
| January 8             | <b>Classes Begin</b>   |
| January 8–12          | Drop/Add and Schedule Changes  |
| January 12            | Last day to apply for a degree in May  |
| January 15            | Martin Luther King, Jr. Day—Holiday (no classes)   |
| January 26            | Last day to change from Audit to Credit, Credit to Audit, Letter Grade to Pass/Fail or Pass/Fail to Letter Grade |
| March 3-10            | Spring Break (no classes)  |
| March 16              | Last day to withdraw from course without Grade (W)   |
| April 4               | No evening Classes (after 5:30 pm)   |
| April 5-7             | Easter Holidays (no classes)   |
| April 9               | No day classes   |
| April 28-May 4        | <b>Final Examinations</b>  |
| May 7                 | Grades due in Registrar's Office   |

May 7-11

Senior Week

May 12

Baccalaureate Mass and Commencement

## **Summer Sessions 2007**

### **Term I 5-Week Session**

March

Registration opens

May 29

**Classes Begin**

May 29–30

Final Registration, Drop/Add, and Course Changes

June 1

Last day to change from Audit to Credit, Credit to Audit, Letter Grade to Pass/Fail or Pass/Fail to Letter Grade

June 13

Last day to withdraw from course without grade (W)

June 29

**Final Examinations**

July 2

Final grades due in Registrar's Office

### **Term II 5-Week Session**

March

Registration opens

July 3

**Classes Begin**

July 4

Holiday

July 5

Final Registration, Drop/Add, and Course Changes

July 13

Last Day to change from Audit to Credit, Credit to Audit, Letter Grade to Pass/Fail or Pass/Fail to Letter Grade

July 18

Last day to withdraw from course without grade (W)

August 3

**Final Examinations**

August 6

Final grades due in Registrar's Office

### **Term III 10-Week Session**

March

Registration opens

May 29

**Classes Begin**

May 29-June 1

Final Registration, Drop/Add, and Course Changes

June 15

Last day to change from Audit to Credit, Credit to Audit, Letter Grade to Pass/Fail or Pass/Fail to Letter Grade

July 4

Holiday

July 6

Last day to withdraw from course without grade (W)

August 3

**Final Examinations**

August 6

Final grades due in Registrar's Office

# Academic Information

---

## Academic Policies

The Bellarmine University Catalog provides you with the latest academic information. Your personal copy may be obtained from the Registrar's Office. Each semester the Registrar's Office also publishes a schedule of courses which informs you of the time, place and instructor of each course offered during a particular semester and contains information about registering for courses, dropping a course, withdrawing from the University and other pertinent academic information. **You are urged to read both publications with care since you are responsible for knowing all academic regulations and requirements. This information is also available on Bellarmine's website.**

Certain academic regulations are listed in this Handbook. You are expected to know them and refer to them when the occasion dictates.

## Academic Resource Center

Located on Level A of the W. L. Lyons Brown Library, the Academic Resource Center (ARC) serves all students with advising, tutoring, and enrichment services. The ARC coordinates academic advising with a special emphasis placed on assisting Freshmen and Sophomores.

ARC services include:

- Tutoring and organized small group study sessions for many 100 and 200 level courses (general education courses and the initial courses required for most majors)
- Writing assistance at all levels – for class assignments and special projects such as graduate school applications
- Workshop offerings on topics such as: Study Skills, Time Management, Procrastination, Emotions and Learning, Test Preparation and Strategies for Taking Exams, etc.
- Graduate school preparation assistance: application essay preparation and test preparation (GRE, GMAT, MCAT, etc.). Material is also available for students preparing for the LSAT.
- *Advising Notices about ARC will appear through campus e-mail and on the ARC web page (<http://www1.bellarmino.edu/arc>).*

Call 452-8071 or drop in to let us know what

you need; we'll help or find someone who can.

## Class Attendance

Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the instructor of each course, and can be found in the course syllabus. This policy shall be made known to the class at the beginning of each semester. It is the student's responsibility to know the policy on attendance for each course in which he/she is enrolled.

It is the responsibility of students to attend every class session held when they are not ill, involved with a personal emergency, or traveling with approved athletic events, academic activities, or while representing Bellarmine in other approved capacities. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

**Absences Due to Illness** - Students should contact their instructors at the earliest opportunity, preferably prior to the class meeting (especially if any graded work is scheduled).

**Absences Due to Emergencies** - Students should notify the Student Affairs Office at 452-8034 if they must leave the University for any extended period of time because of hospitalization, injuries, or family problems. Instructors will be contacted, but it is the responsibility of the student to arrange for any make-up work. The Instructor in each course is responsible for arranging for the administration of any deferred examination.

**Absences while representing Bellarmine University** - Students should complete an Absentee Notification Form for each class session that will be missed due to athletic events, academic activities, or while representing Bellarmine in other approved capacities. The signed Student Absentee Notification Form confirms that you are participating in a University-sponsored event or activity. It does not serve as an excused absence from that class. Your instructor has the final say in excused and unexcused absences and it is the student's responsibility to know and abide by each instructor's policy.

Every effort must be made to discuss with

the course instructor any activities or events that have been previously scheduled and result in conflicts with the course schedule. Examples of such activities include, but are not limited to, athletic competitions, clinical or field experiences, conferences, and SGA meetings or activities. These discussions must occur within the *first week* of any course, prior to the drop deadline, and a written schedule must be provided to the instructor at that time. In addition, and in the event that prior scheduling is not possible, the signed Student Absentee Notification Form must be provided to the instructor at the earliest possible opportunity, but not later than the week prior to the anticipated absence.

A student who is inexcusably absent from class on a day on which a previously announced test or examination is given will receive the grade of “F.” In case of an excused absence on such a day, he/she will consult with his/her instructor as to what arrangements are to be made for making up the missed work. In all cases, students are expected to follow the policies outlined by the instructor in the course syllabus.

### **Maximum Course Load**

The maximum credit-hour limit for undergraduate students is 19 hours per semester. Any additional course load requires the approval of the department Chair and Dean. Hours over 19 are charged at the per credit hour rate.

### **Drop/Add and Withdrawal**

A student who finds it necessary to drop a course or withdraw from the University after registration must provide written notification to the Office of the Registrar. The effective date of withdrawal is the date on which the withdrawal is processed in the student records system. This date is used in calculating any applicable tuition reduction/refund.

All full-time undergraduate students are encouraged to meet with a representative of the Academic Resource Center (ARC) prior to withdrawing from the University.

Students who fail to comply with this policy will receive an “F” for all courses for which they have registered and will be responsible for corresponding tuition and fees.

When a student officially withdraws from the university or from any course, or courses, charges will be adjusted according to the refund schedule published in that semester’s Class Schedule. The full amount of tuition charges will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Also, refer to the “Tuition Refunds” section of the University catalog.

Students may withdraw from a course during the first week of classes with no entry on their official transcript. From the second through 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 with a grade of W on the transcript. Students may not withdraw after the end of the tenth week of classes except for documented reasons of serious illness or family or financial problems. To withdraw after the tenth week, students must obtain the permission of their school’s Dean. Deadlines for withdrawal from a course are published in the Class Schedule.

### **Treatment of Federal Aid after a Withdrawal**

The law specifies how Bellarmine University must determine the amount of Federal Student Aid (FSA) assistance that you earn if you withdraw from school. The FSA programs that are covered by this law are Federal Pell Grants, Federal Stafford Loans, Federal PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during the semester the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. If you received (or Bellarmine or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Bellarmine and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30 percent of your semester, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the semester, you earn all the assistance that you were scheduled to receive. If you did not receive all of

the funds that you earned, you may be due a post-withdrawal disbursement.

If the post-withdrawal disbursement includes loan funds, you have fourteen days to accept or choose to decline the additional loan funds so that you don't incur additional debt. Bellarmine will automatically use all or a portion of your post-withdrawal disbursement (including loan funds if you accept them) for tuition, fees, and room and board charges.

For all other school charges, Bellarmine needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Bellarmine to keep the funds to reduce your debt.

If you receive (or Bellarmine or your parent receives on your behalf) excess FSA program funds that must be returned, Bellarmine must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds; or
2. The entire amount of excess funds.

Bellarmino must return this amount even if it didn't keep this amount of your FSA program funds. If Bellarmine is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. Bellarmine will return the unearned grant funds for you, which may cause you to owe a balance. The requirements for FSA program funds when you withdraw are separate from any refund policy that Bellarmine has. Therefore, you may still owe funds to Bellarmine to cover unpaid institutional charges. Bellarmine may also charge you for any FSA program funds that Bellarmine was required to return.

If you don't already know what Bellarmine's refund policy is, see previous section or, you can ask for a copy in the Office of the Registrar. Bellarmine can also provide you with the requirements and procedures for officially

withdrawing from school.

If you have questions about your FSA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). The Center accepts calls from 8 a.m. to midnight (EST), seven days a week. TTY users may call 1-800-730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Students Home Page" at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). The Office of Financial Aid and the Bursar at Bellarmine are also available to assist you.

## **D-F Repeat**

A student is permitted to repeat a course in which a grade of D or F has been earned. In deciding to exercise the D and F repeat option, the student agrees to accept for the record the grade earned for the course as repeated. The earlier grade and grade points will remain on the transcript but will not be used in computing the student's grade point average or number of hours attempted/earned. The student will receive the grade and grade points of the repeat, which will be used in determining the grade point average and the number of hours attempted/earned.

## **Waivers & Exceptions**

A student seeking a waiver of a degree requirement or an exception to an academic policy must petition the Dean. The process for submitting a petition for a waiver or exception is as follows:

1. The student obtains a Waiver and Exceptions Petition Form from the Office of the Registrar and submits the completed form along with an unofficial transcript to the dean of the school regarding the exception. A completed form includes the recommendation and signature of the chair of the department in which the student is majoring and the recommendation and signature of the chair of the department that offers the course or oversees the policy with respect to which the waiver or exception is requested.
2. The Dean considers the student's petition and makes a decision. The Office of the Registrar then informs the student of the Dean's decision.
3. If, upon being informed of the Dean's decision, the student desires further consideration of his or her petition, the student submits a written request for review to the Vice President for Academic

Affairs. The VPAA may, upon consultation with the student and relevant academic personnel, ask the Dean to reconsider the student's petition. The Dean's action on a reconsidered petition is final.  
4. See Academic Calendar for deadline for petitions to be turned into Deans.

## Transcripts

Requests for transcripts of academic records should be directed to the Office of the Registrar. These requests must be in writing, contain the student's signature, and be accompanied by a \$5.00 payment for one transcript. Additional transcripts are \$1.00 if ordered at the same time. Official transcripts will be mailed directly to the institution(s) on the student's written request. Only the student may request that his/her transcript be sent. Official transcripts are mailed 1-2 business days after the Office of the Registrar receives the request. Official Transcripts may not be picked up at the time of the request. Transcripts cannot be released for students with an outstanding financial obligation to the University.

## Cancelled/Delayed Classes

In all cases of severe weather, the Vice President for Academic Affairs will officially announce delayed or cancelled classes.

The following television and radio stations will be notified so they may broadcast the announcement. Some stations do a better job than others posting the announcement, so please don't rely solely on one station. TV Stations: WHAS 11, WDRB Fox 41, WAVE 3, WLKY 32, WFTE-UPN 58, Radio Stations: 84 WHAS radio (840 am)

Notification will be on the Bellarmine Website. You may call into the main telephone number (452-8000) then pres 6 for notification of any cancellation or postponement of classes, you will be directed to a message notifying you of the status of the University. The message will be updated by 6:30 a.m., for day classes, or by 4:00 p.m., for evening classes.

The following is the delayed class schedule for inclement weather and/or snow days.

*Monday, Wednesday, Friday*

|   | <u>Regular Schedule</u> | <u>Start Late</u> |
|---|-------------------------|-------------------|
| A | 8:00 a.m                | 10:00-10:30 a.m.  |
| B | 9:00 a.m.               | 10:40-11:10 a.m.  |

|   |            |                         |
|---|------------|-------------------------|
| C | 10:00 a.m. | 11:20-11:50 p.m.        |
| D | 11:00 a.m. | 12:00-12:30 p.m.        |
| E | 12:00 p.m. | 12:40-1:10 p.m.         |
| F | 1:00 p.m.  | 1:20 p.m.-1:50 p.m.     |
| G | 2:00 p.m.  | Begins regular schedule |

*Tuesday, Thursday*

|   | <u>Regular Schedule</u> | <u>Start Late</u>       |
|---|-------------------------|-------------------------|
| N | 8:00 a.m                | 10:00-10:40 a.m.        |
| O | 9:25 a.m.               | 10:50-11:30 a.m.        |
|   | -Free Period-           | 11:40-12:15 p.m.        |
| Q | 12:15 p.m.              | Begins regular schedule |

## Student Academic Grievance Policy

### 1. Introduction

Students of Bellarmine University who believe they have been treated unfairly with respect to academic matters or are convinced they have been discriminated against in any matter on the basis of race, color, disability, religion, age, national origin, sex, or sexual orientation, may initiate and pursue the grievance procedure in accordance with the provisions of this document. Academic matters are those concerned with instructional activities, research activities, closely related to either of these functions, grading procedures, or decisions involving instruction or affecting academic freedom. Student grievances regarding academic matters are to be handled through the Office of Academic Affairs according the Academic Grievance Procedure outlined below. All grievances of a non-academic nature are to be handled through the Office of Student Affairs as outlined in the Student Non-Academic Grievance Policy. If it is unclear whether a grievance is academic or non-academic, the Vice President for Academic Affairs (VPAA) and the Vice President for Student Affairs will consult to determine the appropriate grievance venue.

### 2. Preliminary Steps

To initiate or pursue an academic grievance, the following steps must be observed before the tenth week of the fall or spring semester following the term in which the alleged grievance occurred.

a. The student 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 student should discuss the matter with the department

chairperson to whom those directly involved report (or if the department chairperson is directly involved, with the school dean; if the school dean is directly involved, with the VPAA, who shall attempt to mediate an informal resolution).

c. If there is no resolution through the department chairperson, the student should discuss the matter with the appropriate school dean—the dean of the school in which the involved faculty member teaches (unless the school dean is directly involved)—who shall attempt to mediate an informal resolution.

d. If reconciliation has still not been achieved, the student (grievant) shall submit to the Academic Grievance Committee, through the VPAA, 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.

If the grievance involves a dispute over a grade or grading procedures, then the student must include with the statement a copy of the course syllabus for the course in which the grade was earned, as well as any other support materials (e.g., graded papers, exams, or assignments) which might support the student's case.

### **3. Formation of the Committee**

a. At the beginning of each academic year, the VPAA shall choose eight members from among the University's full-time faculty to serve on the Academic Grievance Committee pool for that year. Every attempt shall be made to ensure that at least one faculty member from each school is represented within the pool.

b. The members of the pool shall choose one of their number to serve as Chairperson of the Academic Grievance Committee for the academic year and one to serve as Vice-Chairperson. The Chairperson and Vice-Chairperson shall not be from the same department.

c. At the beginning of each academic year, the Executive Committee of Student Government shall select two undergraduate students to serve on the Academic Grievance Committee pool for that year. Two graduate students will also be selected by the VPAA in consultation with the

Graduate Program Directors.

d. Upon receipt of a written statement of an academic grievance, the VPAA shall notify the Committee Chairperson (or Vice-Chairperson if the grievance involves the Chairperson's department). The Committee is composed of a Chairperson (or Vice-Chairperson, as appropriate), three faculty members in the pool (however, no faculty member shall be selected from the department involved in the grievance), and a student. The student member shall be from the same academic level (graduate or undergraduate) as the student bringing the grievance, but the student member shall not be enrolled in the same department as the grievant, and may not be or have been enrolled in the same section, during the same semester, of the course in which the grievance allegedly occurred.

### **4. Committee Action**

Upon receipt of the written statement of an academic grievance, and the accompanying statement of response from the faculty member named in the grievance, the Academic Grievance Committee shall:

a. Determine prior to considering the grievance whether discussions between the student, persons directly involved, department chairperson, and school dean have been exhausted in attempting to resolve the grievance informally. Such discussions must have been completed prior to the tenth week of the fall or spring semester following the term in which the alleged grievance occurred, as outlined in section 2 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 shall request a written statement of response from the faculty member (respondent) named in the student's grievance. The faculty member's statement of response shall be received within seven (7) 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 chair, dean, and/or VPAA) involved; and

(ii) a response to the allegations made in the student's statement of grievance.

If the grievance involves a dispute over a grade or grading procedures, then the faculty

member shall also be asked to include with his/her response a copy of the syllabus for the course named in the grievance, as well as a copy of the student's grade record for said course.

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 delegates selected as in paragraph 3 (d), and the newly formed committee shall meet again to render a decision as to whether sufficient grounds are present to warrant a hearing.

d. Meet within ten (10) days after receiving the written statements of grievance and response to review the written statements and render a decision as to whether sufficient grounds are present to warrant a hearing.

e. Notify the grievant and the named parties of its decision 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. The hearing date shall be within twenty (20) days of the decision to hold a hearing reached pursuant to paragraph 4 (d).

g. Inform the parties that the burden of proof rests with the grievant, and that each party may be accompanied to the hearing by an advisor, who may not participate in the hearing unless specifically addressed by the Committee.

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. These materials, plus any additional materials either party chooses to submit, must be submitted to the Committee no later than four (4) days prior to the hearing. Any person named in the grievance may submit a written statement to the Committee outlining issues from their perspective, or they may appear at the hearing as a witness if asked to do so by the grievant or the respondent. However, witnesses may not participate in the hearing unless specifically addressed by the Committee.

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.

## **5. Hearing Process**

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

a. The grievant(s) and respondent(s) must be present during the information gathering portion of the hearing. Witnesses will be available and called when needed. The Committee reserves the right to allow the presence of a secretary or technical assistant.

b. Any Committee member may question any of the participants at the hearing at any time during the proceedings.

c. The grievant will present his/her statements and/or witnesses to the Committee.

d. The respondent will have the opportunity to question the grievant(s) and witnesses about their statements.

e. 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 needed.

f. The Committee will meet in closed session to decide upon its recommendation(s) to the VPAA.

g. The Committee shall submit its report with recommendation(s) to the grievant(s), respondent(s), and VPAA. If the grievance directly involves the VPAA, the report and recommendation(s) of the Academic Grievance Committee shall be referred to the President.

h. 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.

## **6. Decision**

The VPAA shall approve or reject the Committee's recommendation(s) within twenty-eight (28) days after it is received, unless the VPAA feels that more information is necessary, in which case the VPAA may resubmit the case to the Committee for further findings prior to the decision. If the decision of the VPAA is not in accord with the Committee's recommendation(s), s/he 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 VPAA shall then take appropriate action to implement his/her decision.

### 7. Rehearing

The Committee, within twenty-one (21) days after the VPAA's decision, may be petitioned by the grievant(s) or respondent(s) to reconsider its decision based upon evidence clearly not available at the original hearing. Such a rehearing is discretionary and shall be made only upon majority vote of the members of the hearing Committee.

### 8. Grievances Involving Grades

If the grievance concerns an appeal of a grade or a grading procedure, the following additional provisions shall apply:

a. The Committee shall not substitute its judgment for that of the instructor concerning the substantive quality of the student's academic performance.

b. However, if the Committee finds violation of the provisions of Chapter 7, Faculty Related Policies and Procedures of the Bellarmine University Policy and Procedure Manual, or other instructional irregularities to have existed which might reasonably have had a detrimental effect on the student's grade, the Committee may determine that a passing grade be changed to a "P," that a grade of "F" be changed to "W" (withdrawal), or that "I" (incomplete) be substituted for the grade given.

c. The instructor is first provided opportunity to comply with the decision of the Committee. If the instructor indicates noncompliance with the decision of the Committee, the Committee by its own authority may effect change for the student's record.

d. It is recognized that the changing of a grade to "P" may, on occasion, necessitate waiving the present regulations with respect to the pass/fail option. Under such circumstances, the Committee is empowered to make such a waiver.

### Study at Other Institutions

Bellarmino students who wish to take courses at another accredited institution and transfer the credit to Bellarmine University must obtain a Visiting Student Letter from the Office of the Registrar. **Only students in academic good standing—those possessing a cumulative grade-point average of 2.00 or higher—are**

**eligible to obtain a Visiting Student Letter. Students not in good standing are not permitted to take courses at other institutions for transfer back to Bellarmine.** Courses taken at another college or university will not be accepted toward a degree unless a student has obtained a Visiting Student Letter. Bellarmine reserves the right to determine the acceptability for credit of courses taken at another institution.

Bellarmino considers its courses specified for General Education Requirements, undergraduate degrees, and major requirements an integral part of the Bellarmine education. Once a student, first-time college-level or transfer, has been accepted by Bellarmine for study, not more than eight semester hours or two courses may be applied under "Visiting Student" arrangements to the General Education Requirements or to major or minor requirements. Specific approval for that credit transfer must be given by the appropriate department chairperson and Dean through the Waiver and Exception process.

Candidates for a baccalaureate degree who began and have continued their studies at Bellarmine (non-transfer students) are restricted to 12 semester hours or four courses from another institution. Students who have transferred 60 or more hours to Bellarmine are restricted to six hours or two courses.

### Family Educational Rights and Privacy Act

The educational records of students, the confidential financial statements of parents, and confidential recommendations for employment and student admission are protected by the provisions of the Family Educational Rights and Privacy Act (FERPA).

Annually, Bellarmine University informs students of the Family Educational Rights and Privacy Act of 1974, with which Bellarmine is in full compliance. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The policy and procedures used by Bellarmine University for compliance with the provisions of the Act are explained in detail in the *Bellarmino University Policy and Procedures Manual* (5.4). A copy of this manual

may be examined in the Office of the Registrar, where any questions concerning the Act should also be referred.

FERPA permits the public release of what is termed “*directory information*.” For Bellarmine University’s purposes, this information includes the following: the student’s name, all addresses (including email) and telephone number, photograph, date and place of birth, major field of study, dates of attendance, class standing (freshman, sophomore, junior, senior, graduate), degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended by the student.

A request for nondisclosure of the “*directory information*” must be filed with the Office of the Registrar, and will be honored by the institution for only one academic year, whether or not the student is currently registered. Upon the death of a student, all privacy holds are removed.

After a student has observed Bellarmine’s procedures for challenging the record, he/she has the right to file a complaint with the Family Educational Rights and Privacy Act office of alleged failures of Bellarmine University to comply with the Act.

## Academic Honesty

Bellarmino University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one’s work should be one’s own and that the instructor’s evaluation should be based on the student’s own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

**Students and faculty must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify**

**or rationalize dishonest acts.** Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, aiding and abetting, multiple submissions, obtaining unfair advantage, and unauthorized access to academic or administrative systems:

*Cheating* includes receiving or giving help on papers, experiments, reports, compositions, projects or examinations ***without the instructor’s permission***. It also includes submitting part of or all of the completed assignment of another student as one’s own work. Of special note and concern is the use of purchased research papers. It is a violation of the regulations of Bellarmine University for a student to purchase a term paper. Cheating is also using ***unauthorized*** materials and aids, such as books, one’s own notes or those of another, and calculators or other electronic devices during an examination.

*Plagiarism* is the fraudulent misrepresentation of any part of another person’s work as one’s own. Submitting any writing, including take-home exams or other assignments, that does not properly acknowledge the quoting or paraphrasing of another person’s words, or that fails to give proper credit for another person’s ideas, opinion, or theory is plagiarism. Any unacknowledged use of sources to which one is indebted including but not limited to be, music, video, audio, theatre projects, compositions, web site, and computer software constitutes plagiarism.

*Fabrication* is the falsification or invention of information or data in reports, lab results, bibliographies, or any other academic undertaking.

*Aiding and Abetting*: Assisting someone in an act of academic dishonesty by providing material, information, or other assistance that violates academic integrity; providing false information in connection with any inquiry regarding academic integrity (e.g., telling a peer, in another section of a course which you are both taking, what was on an exam that you have taken prior to your peer).

*Multiple submissions*: Submitting identical papers or course work for credit in more than one course ***without prior permission of the instructor***.

*Obtaining Unfair Advantage*: Includes the theft, alteration, destruction, or obstruction of another student’s work. This may take the form of the theft, defacements or destruction of resources, e.g. library periodicals and books, so as to deprive

other students of information. It may involve gaining or providing access to examination materials prior to the time authorized by an instructor, engaging in unauthorized collaboration on an academic assignment, retaining, possessing, or circulating previously used examination materials if specifically told NOT to use them, obstructing or interfering with another student's academic work, or engaging in any activity designed to obtain an unfair advantage over another student in the same course.

*Unauthorized Access:* Viewing or altering in any way computer records, modifying computer programs, or systems, releasing or distributing information gathered via unauthorized access, or in any way interfering with the use or availability of computer systems/information.

### **Rights and 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 will be informed of the Academic Honesty Policy. 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. Any administration of discipline is 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.

### **Procedures to Follow in Cases of Academic Dishonesty**

Bellarmino University has adopted the following procedures for dealing with possible instances of academic dishonesty:

#### ***1. The student's act of academic dishonesty takes place in a course in which the student is***

***enrolled. Initial sanctions may be imposed by the instructor or the appropriate dean.***

#### **1. Imposition of sanctions by the instructor.**

a. The instructor has a conference with the student. The instructor should explain the nature and basis of the allegation of academic dishonesty. The student must be provided with the opportunity to respond verbally and in writing.

b. The instructor has the option of consulting with his/her department chair in order to determine whether an infraction has occurred. The department chair may attend the conference with the student. Deans of the colleges or schools without department chairs may appoint a faculty consultant for the same purpose. The instructor may apply other procedures formally agreed to within his/her college.

c. If the instructor concludes that the alleged infraction did take place, the instructor is required to report this in writing to the student within seven days after the conference. A copy of the report will be sent to the dean of the college or school within which the course in question is housed, to the dean of the student's college or school, and to the Academic Vice President. The report will state the nature of the offense and the penalty imposed. The penalty will be determined by the faculty member in consultation with the chair and/or dean.

d. The instructor's choice of penalty ranges from a minimum penalty of failing the assignment or test to failing the course itself. The Office of the Registrar should be informed **immediately** when the penalty is an "F" for the course, so that the student may not withdraw from the course and receive a "W". This grade may be changed subject to the outcome of an appeal.

#### **2. Imposition of sanctions by the dean of the college or school in which the course is housed or the IDC coordinator if an IDC course is involved.**

a. Under unusual circumstances, the instructor may request that the dean of the appropriate college or school, or the dean's designee, handle the allegation of academic dishonesty. The instructor may opt for this course of action either before or after a conference with the student accused of academic dishonesty. In either case, if the dean, or the dean's designee, decides to handle the allegation of academic dishonesty, the dean, or the dean's designee, will

have a conference with the student, explain the nature and basis of the allegation and provide the student with the opportunity to respond. The dean, or the dean's designee, may invite the instructor to attend the conference.

b. If the dean, or the dean's designee, concludes that the student did commit the alleged infraction, the dean, or the dean's designee, will impose a penalty and follow the procedures described in I.1 (c) and I.1 (d).

### **3. Actions by the Academic Vice President.**

a. After receiving a report of an act of academic dishonesty, the Academic Vice President may determine that the act of academic dishonesty at hand warrants further sanctions than those imposed by the instructor or appropriate dean. The Academic Vice President has the authority to determine a more stringent penalty for the reported act of academic dishonesty. Further, it is generally assumed that graduate students fully understand what accounts for Academic Dishonesty. Thus, no leniency of penalty will be applied in cases involving graduate students.

b. Upon receiving a report of an act of academic dishonesty, the Academic Vice President must examine whether the student has a previous record of academic dishonesty in order to determine if additional action should be taken. If further action is taken, the Academic Vice President must report his/her decision in writing to the student within 10 days. A copy of the report will be sent to the dean of the student's college. The report will mention how the action can be appealed.

c. If the student has no previous record of academic dishonesty, the Academic Vice President will advise the student to have a conference with the dean of his/her college, or the dean's designee, with the purpose of assisting the student in finding ways of realizing academic success without dishonesty.

d. If the student has a record of one prior offense, the student will be immediately suspended for the semester in which the last offense took place.

e. If the student has a record of two prior offenses, the student will be immediately dismissed from the university upon the third offense.

### **4. Appeal**

a. If the student seeks to appeal the penalty imposed by the instructor, the student should initiate the appeal in writing to the dean of his/her college within seven days after receiving the instructor's report stating the penalty. Note that there must be some clear basis for the appeal, such as availability of new evidence. The dean, or the dean's designee, will have a conference with the student within 10 days after receiving the notice of student's request to appeal. The student will be informed in writing of the dean's, or dean's designee's, action within seven days after the conference. The report will mention how the decision can be appealed if warranted. A copy of the report will be sent to the instructor and the dean of student services.

b. If the student seeks to further appeal an action by the dean of his/her college, or by the dean's designee, the student must initiate the appeal in writing to the Academic Vice President's office within seven days after receiving the written report stating the action. This request for an appeal will then be forwarded to the appeals board.

c. If the student seeks to appeal an action by the Academic Vice President, the student must initiate the appeal in writing to the office of the Academic Vice President within seven days after receiving the written report stating the action. This request for an appeal will then be forwarded to the appeals board.

d. The appeals board shall consist of three students appointed by the Student Government Association, two faculty members appointed by the Faculty Council, and two administrators appointed by the Academic Vice President. The Academic Vice President will name one of the members of the board to chair the appeals board.

e. The appeals board shall conduct a hearing **only if** two or more members of the board, or its chair, believe that the student may have suffered some injustice due to substantive or procedural error (such as availability of new evidence, demonstrable bias in earlier decision led to a fundamentally unfair decision, etc). Within 15 days after submitting the appeal to the board, the student and faculty member involved will be informed in writing whether a hearing will be held. The student must be given at least 10 days after being informed that a hearing will be held to prepare for the hearing.

f. The appeals board will make its own rules for the conduct of hearings, which will be consistent with the provisions contained in the Student Handbook.

g. The appeals board may modify any appealed decision, as it deems appropriate. The decision of the appeals board will be reported in writing to the student within seven days after the hearing. A copy of the report will be sent to the instructor, the dean of the student's college, and the Academic Vice President.

h. The student may appeal the appeals board's decision to the president. The president may hear appeals involving a penalty of either suspension or dismissal. The president may, at his/her discretion, hear any other appeal by the student to actions of the appeals or judicial board.

## II. *The student's act of academic dishonesty is related to a course in which the student is NOT enrolled.*

1. The instructor whose course is involved has a conference with the student and the dean of the appropriate college or school, or the dean's designee. If the allegation of academic dishonesty is reported by a person other than the instructor whose course is involved, this person may be invited to attend the conference.
2. If the dean, or the dean's designee, concludes after consultation with the instructor, that the alleged infraction did take place, this will be reported in writing to the student within seven days after the conference with the student. A copy of the report will be sent to the Academic Vice President. The report will state the nature of the offense and the penalty to be imposed. The report will also inform the student that the Academic Vice President may impose an additional penalty if prior offenses have been recorded.
3. The Academic Vice President will take further action according to the procedures stated in I.3.
4. The student may appeal according to the procedures outlined in I.4 (b)-(f).

## III. *The student's act of dishonesty takes place in a computer facility.*

System managers or other individuals will report any possible instance of academic dishonesty that takes place in a computer facility to the Academic Vice President, who will decide

which of the procedures for academic dishonesty should be followed.

## Financial Aid

**What is available:** The Office of Student 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:** All students must complete the Free Application for Federal Student Aid (FAFSA). All students must submit required institutional aid/scholarship applications by the appropriate deadline dates. Applications may be obtained from the Office of Financial Aid or the Office of Admission.

**Satisfactory Academic Progress (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. Progress is determined quantitatively and qualitatively. Progress is monitored at the conclusion of the spring and summer semesters.

**Enrollment:** *A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half-time) at the undergraduate level is 6 credit hours per semester.*

**Quantitative:** Undergraduate students attending full-time will be required to earn a minimum of 12 credit hours per semester. Undergraduate students attending part-time will be required to earn a minimum of 6 credit hours per semester. Undergraduate students who only receive student loans will be required to earn a minimum of 6 credit hours per semester. A maximum of six (6) academic years will be permitted for the completion of a baccalaureate degree, or a total of 144 credit hours attempted. A maximum of three (3) additional academic years at Bellarmine will be permitted for the completion of an accelerated

baccalaureate degree, or a total of 216 credit hours completed.

If a student enrolls for an excessive number of repeated or unrelated courses, he/she will not be making satisfactory academic progress. Classes for which students receive grades of “AU” (audit), “F” (failing), or “W” (withdraw) are not counted as earned hours, but are counted as attempted hours. “I” (incomplete) and “NR” (not reported) grades will not be considered as hours earned for a semester until a grade is received. Transfer hours accepted at Bellarmine are considered in calculating the total number of hours attempted.

**Qualitative:** Undergraduate students who have earned 60 credit hours or greater will be required to have a cumulative Grade Point Average (GPA) of 2.00 or better.

**Appeal:** If a recipient becomes ineligible to receive financial assistance, reinstatement of federal or state aid will occur either when the student successfully meets the above requirements following a subsequent semester of enrollment, or when the Committee for Financial Aid Appeals approves the continuation of assistance through a student’s written appeal. The Committee for Financial Aid Appeals shall consist of at least one representative from the Office of Financial Aid, Office of the Registrar, Academic Resource Center, and student body.

## Tuition Payment

The billing of tuition and fees is scheduled for the second full week of classes. The exact dates and refund policies are listed in each semester’s class schedule. At registration, you will be asked to select a payment plan by signing a tuition contract. The payment options are outlined below.

### Full-Time Students

#### Payment at Registration (PAR)

This plan requires payment in full for each semester when billed. 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 1.5% or 18% annually. Any amount not covered

by Work Study must be paid by the published due date. *(Outstanding balances must be paid in full before you will be allowed to register for any further classes.)*

#### Work-Study Plan (WS)

If you will be receiving work-study funds and elect to have a portion or all of your paycheck automatically deducted and applied to your tuition account, you may register for this plan in the Bursar’s Office. To be eligible for this interest-free plan, you must complete a separate form to have the deduction applied to your account. *(Outstanding balances must be paid in full before you will be allowed to register for any further classes.)*

#### Monthly Payment Plan

With this “pay as you go” plan, the student pays an annual enrollment fee to an outside agency, Tuition First. Families can divide tuition payments over an approx. 4-10 month, interest-free period. This plan is strongly encouraged as a valuable service. Please contact the Bursar’s Office for more information regarding the available plans. *(Outstanding balances must be paid in full before you will be allowed to register for any further classes.)*

#### 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 further classes.)*

### Part-Time Students

#### Deferred Payment Plan (DEFR)

This plan is only for those **part-time** students that receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are mailed out each semester. The student must provide Bellarmine with appropriate documentation from the employer **each semester**. There is a \$25 fee per course 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 1.5% or 18% 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 further classes.*)

### **Corporate Reimbursed (CORP)**

This plan is only for those **part-time** 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 mailed to the student. 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 1.5% finance charge monthly or 18% 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 further classes.*)

**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.**

## **Adjustments and Refunds of Tuition**

Any student, who withdraws 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. The amount of the reduction is contingent on the following factors:

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

### **Financial Aid Adjustment**

The Federal Title IV student financial aid programs subject to the federal refund regulations are the Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Perkins Loan Program, Stafford Loans (either subsidized or unsubsidized), and the Parent Loan for Undergraduate Students (PLUS loans). The benefits under these programs will be recalculated as prescribed by the U. S. Department of

Education regulations pertaining to the Return of Title IV Funds. Under these regulations, any adjustment is based on the student's withdrawal date as defined in the regulations. This date, and the date of withdrawal reflected in the student's academic records, will not necessarily be the same.

After the determination of the adjustment, if any, to Title IV student financial aid, any adjustments or refunds under the University policy are then calculated after taking into consideration the effect of any federal Campus-based Title IV student financial aid benefit refunds. Any adjustments to the tuition charges will be made in accordance with the Semester Refund Schedule **stated in the respective academic period Class Schedule**. The percentage of adjustment is based on the official date of withdrawal as reflected on the student's academic records, which may be different from the withdrawal date used in determining any refunds of the Campus-based Title IV student financial aid benefits under the Department of Education's Regulations. For further information regarding the adjustment to the Title IV student financial aid benefits, if any, received by a respective student, contact the Financial Aid Office, or regarding general University policy, please contact the Office of the Bursar. (See also **Treatment of Federal Aid After a Withdrawal** section for more information regarding return of Title IV funds).

## **Military Service and Serious Illness or Injury**

Students enrolled in courses at the time they are called for active military service will have their registration withdrawn **ONCE THE APPROPRIATE DOCUMENTS** are provided to the Registrar. All tuition and academic fees will be removed from the student's account and any financial aid will be refunded according to the Title IV refund policy. The same policy holds for enrolled students who become incapacitated by serious illness or injury once **APPROPRIATE DOCUMENTS** are provided to the Registrar.

## **Veteran's Benefits**

Students who have received Veterans benefits while attending Bellarmine one semester will automatically be certified upon registration for the following semester. Returning students not

enrolled in consecutive semesters should contact the Office of the Registrar (502-452-8133) for more information.

## **Methods of Payment**

Tuition payments can be made in person at the Bursar's Office Window located in Horrigan Hall. 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 schedule. A night depository, located next to the Bursar's Office window is available for payments after hours.

You may also mail payments to:

Bursar's Office  
Bellarmine University  
2001 Newburg Road  
Louisville, KY 40205

You may pay with cash, personal or cashier's checks, money orders, American Express, Discover, Visa or Mastercard. Credit card payments can be made by phone:  
Louisville Area – (502) 452-8264  
Outside Louisville – (800) 274-4723, ext. 8264

## **Campus Life Information**

---

### **Address & Name Changes**

The Office of the Registrar should be notified whenever your address and/or your name changes. This is to ensure that you receive important information including your grades and tuition notices.

### **Athletics**

Bellarmino is a member of the National Collegiate Athletic Association (NCAA) Division II and competes in the Great Lakes Valley Conference for the majority of its sports. BU also sponsors NCAA Division I men's lacrosse, which plays in the Great Western Lacrosse League, and NCAA Division II women's field hockey, which is not affiliated with a specific conference at this time. The school sponsors a total of 19 men's and women's sports. Most home sporting events are held on campus in either Knights Hall or on

the facilities at Knights Field. In addition, Bellarmine has 6 outdoor tennis courts and 3 indoor courts for competition in addition to a par-3 golf course used for practice sessions by the golf team.

Bellarmino students gain free admission to all home sporting events. For more information about Bellarmine athletics visit the website at [www.athletics.bellarmino.edu](http://www.athletics.bellarmino.edu) or contact the athletics office at 452-8380.

### **Bookstore**

The bookstore sells office and residence hall supplies, clothing, cards, candy, miscellaneous personal items and Bellarmine memorabilia in addition to course materials.

Textbook purchases will be fully refunded within 7 days from the start of classes or within 2 days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Any book purchased during the last week of classes or during exams is not fully refundable, but can be sold back at the end of the term during book buyback.

You can also purchase your textbooks on-line at our website [www.bellarmino.bkstr.com](http://www.bellarmino.bkstr.com).

For your convenience, we accept major credit cards: American Express, Discover, MasterCard, and Visa. We also accept personal checks with your name printed on them by the bank, address, phone number, student ID or driver's license number.

### **Check Cashing**

The Bookstore will cash personal checks up to \$10.00 with no purchase necessary. This service is limited to one check per day. Checks must be made payable to Bellarmine University Bookstore and include the student telephone and ID numbers

### **Building Reservations**

To reserve a space for a special event, meeting, etc., contact the Reservations Office at 452-8100. Student clubs and student organizations must first go through the Student Activities Center at 452-8477.

### **Campus Ministry**

Students of all faiths are encouraged to take

advantage of resources for enhancing their spiritual life provided by the Campus Ministry Council and the Office of Campus Ministry. They gather regularly to pray, to study, and to express their faith. Members of faith-based organizations (Catholic, Interdenominational Christian, Jewish, and Muslim) plan activities, retreats, service projects on or off campus, and worship services. Their designated representatives serve with faculty and staff on the CM Council to set goals and coordinate activities for the school year. In addition, students serve on the CM Council who represent each of the mainline Christian traditions as campus liaisons to churches in the Highlands neighborhood.

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 Director of Campus Ministry and the Director of Catholic Worship. Mass is offered on Sundays throughout the year and on Holy Days of Obligation, when classes are in session. Interfaith worship services, special Masses, and educational events held in the Chapel are published via website and through campus email. Off-campus faith-related events are advertised by the Office for area churches and houses of faith.

The Office is on the first floor of Horrigan Hall, conveniently located adjacent to the Campus Center and Café. For more information or to schedule an appointment, contact the Director of Campus Ministry at 452-8051.

## **Career Center**

The Career Center works with all students throughout their college years to ease the transition from college student to professional. All students are encouraged to seek assistance in career planning, resume preparation, internships, campus interviewing, and job search counseling.

Services offered to students include: self-assessment, interest tests, job information, and individualized career counseling. The Alumni Mock-Interview Program, the annual Volunteer and Internship Fair, and the annual job fair, and Spotlight on Employment, provide direct contact with professionals in a variety of career fields.

The Career Center is a resource for information on career development, national and local employers, graduate schools and occupations. The Career Center also assists

education majors in the creation and maintenance of their credential files.

Workshops are held in the fall and spring to assist students in career preparations. They include: resume preparation, job search techniques, interviewing techniques, job search strategies, and career change.

Internships are coordinated with academic departments for students seeking professional career experiences within a specific major. There are both paid and non-paid internships as well as for credit and non-credit internships.

Eligible seniors, alumni, and graduate students have the opportunity to participate in the on-campus recruitment program, where local and national corporate representatives visit the campus in search of prospective employees.

Internship listings and career-related positions for graduating seniors, graduate students, and alumni are listed at the Career Center site on the Bellarmine website.

For additional information, contact the Director of the Career Center at 452-8151.

To access the listings:  
<http://www.bellarmino.edu/careercenter> , click “Students & Alumni”

## **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 its students. Two licensed clinical psychologists and three other therapists are available free of charge to all students enrolled in classes at Bellarmine University. The center is located in Bonaventure Hall. Students may call 452-8480 to schedule an appointment. For more information please call or visit the website through the Bellarmine homepage at [www.bellarmino.edu](http://www.bellarmino.edu).

## **Disability Services**

Bellarmino 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 activities, be denied the benefits of any University program or activities, or to 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 may utilize the disability discrimination grievance procedure found at [www1.bellarmine.edu/studentaffairs/disabilityservices](http://www1.bellarmine.edu/studentaffairs/disabilityservices). 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. The Disability Services Coordinator's office is located in the Counseling Center in Bonaventure Hall. For information regarding the University's policy and services for persons with disabilities, contact the Disability Services Coordinator at (502) 452-8480(V) or (502) 452-8440(TTY).

## **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 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 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.

### **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**

1. Escort the person with a mobility limitation to the nearest designated Evacuation Assembly Area (see symbol and location below) and out of the flow of traffic. If the fire or emergency is located at or near the designated Evacuation Assembly Area, move to a safe location, and notify Security/fire department personnel of the new location.

2. STAY WITH THE PERSON WITH A DISABILITY

3. If there is no imminent danger (obvious smoke or fire), these persons should either stay in place or move to a safe place until emergency personnel determine the nature of the situation.

It is extremely important that these persons not be moved unnecessarily and improperly, possibly causing injury. Have someone else notify Security/fire department personnel that there is a person with a disability in the building, and provide the location.

If there is imminent danger, notify Security/fire department personnel immediately.

### **Evacuation Assembly Area Locations**

1. Brown Activities Center 2nd floor, in front of BR221
2. Brown Library 2nd floor, Level A, and Level B, near the elevator
3. Horrigan Hall 2nd floor, near the Abell Board Room
4. Miles Hall 2nd floor, near the elevator
5. Pasteur Hall 2nd floor, near Room 251
6. Petrik Hall 1st through 5th floors, in front of the elevator
7. Anniversary Hall 2nd through 4th floors, in front of the elevator

### **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 them of any obstacles. When you have reached safety, orient the person to where they are and ask if any further assistance is needed.

### **Individuals with Hearing Impairments**

Since persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods are:

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

It may be prudent to escort the person with a hearing impairment as you leave the building

### **Disabled Parking**

Bellarmino University strongly supports the provision of designated 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. Disabled students wishing to park on campus *must apply for a Bellarmino Disability Permit. The state permit or plate alone will NOT satisfy this requirement.* Contact the Disability Services Coordinator at 452-8480 for assistance in gathering necessary documentation from your physician to support your request for a disabled parking permit. Once your documentation is complete, you will be issued a permit for the period of study at Bellarmino or for the duration of the disability, if temporary. You may also receive a temporary permit while your forms are being processed.

All disabled parking spaces on campus are controlled for permits 24 hours a day, seven days a week. If you find that disabled parking is consistently full, please contact the Safety and Security Office at 473-3333 as well as the Disability Services Coordinator to alert us of this situation. A disabled parking permit does not entitle the permit holder to park in violation of Bellarmino Parking and Traffic Regulations. This includes, but is not limited to, parking on a yellow

line, parking in a service area (yellow and white striped), loading zones (yellow and black), or parking in a space reserved for other use. Vehicles parking in violation are subject to citation. The use of a disabled permit by someone other than the person listed on the Parking Services permit application may result in a citation and/or termination of the permit privileges. If a student with disabilities rides to campus with another person, the disabled permit may be used in a disabled space only when the person with the disability is present.

## **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 Disability Services Coordinator 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 Disability Services Coordinator (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 evidence.

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 timeframe 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 s/he 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.

## EDGE Co-curricular Transcript Program

EDGE is a co-curricular transcript opportunity for Bellarmine University students. EDGE stands for **Exploring and Documenting Great Experiences** and captures the belief of the Division of Student Affairs that the co-curricular opportunities offered at Bellarmine truly are "great experiences." The EDGE program was developed with two distinct components: Assessment and Mentoring.

Any Bellarmine student, fulltime or part-time, may enroll in the EDGE program simply by going online to [www.bellarmino.edu/edge](http://www.bellarmino.edu/edge). Contact the Director of Student Engagement/Assistant Dean of Students at (502) 452-8323 with questions about how to get the Bellarmine EDGE.

## Emergency Messages

During daytime hours, if a student needs to receive an emergency telephone message, every effort will be made by the Student Affairs Office to locate the student. During the evening hours, emergency messages should be directed to Campus Security at 473-3333.

## Emergency Phones

Emergency phones have been installed in the following locations for the safety and security of the Bellarmine community. By dialing 3333 or pushing the red button as indicated, the caller will be connected to the Security Officer on duty.

- On wall in front of the Brown Library
- On the west side of Petrik Hall front entrance
- By the entrance doors to Kennedy/Newman Lobby (*yellow emergency phone*)
- Outside the Security Office (*yellow emergency phone*)
- In the 24-hour Study Room in the Library

- In parking lot K outside of Brown Activities Building (*code blue emergency phone*)
- In the Quad outside Alumni Hall (*code blue emergency phone*)
- In Bonaventure Hall entrance
- In Anniversary Hall entrance
- In Knights Hall adjacent to concession stand (*code blue emergency phone*)

## Fitness Facilities

Bellarmino has fitness facilities available for student, staff and faculty use to balance the rigors of academic life and provide a more balanced lifestyle. Each facility requires that you have your Bellarmino identification with you. All people use the fitness facilities at their own risk and should have a physician's approval prior to beginning any fitness program.

The Sport, Recreation & Fitness Center (452-8312) consists of three indoor tennis courts, six outdoor tennis courts, ping-pong, foosball, 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 in this facility.

The Health Services Office (452-8493) and Intramural office (452-8043) are also located in the SuRF Center. In these offices you will find information on weight training, health, fitness, nutrition, intramurals and other wellness topics.

Fitness classes, such as yoga, are held in the SuRF Satellite facility located in Newman Hall. Class descriptions and schedules are posted in the SuRF and the master calendar online. The SuRF Satellite facility also has limited fitness equipment such as free weights, a treadmill, a stereo, and TV/VCR. Fitness tapes are also available to check-out in the Residence Life Office.

## Food Service and Meal Plans

### Koster Commons

Offers the all-you-care-to-eat Meal Plan for residential students. Residential students are required to be on a meal plan and 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. Koster

Commons is located in the Brown Activities Center. Special diet needs are met on a case by case basis. Contact the director of food services for arrangements, 452-8325.

#### Hours of Service:

#### Monday - Thursday

|                       |                        |
|-----------------------|------------------------|
| Breakfast             | 7:30 am until 9:30 am  |
| Continental Breakfast | 9:30 am until 10:15 am |
| Lunch                 | 10:45 am until 2:00 pm |
| Lite Lunch            | 2:00 pm until 4:00 pm  |
| Dinner                | 4:30 pm until 8:00 pm  |

#### Friday

|                       |                        |
|-----------------------|------------------------|
| Breakfast             | 7:30 am until 9:30 am  |
| Continental Breakfast | 9:30 am until 10:15 am |
| Lunch                 | 10:45 am until 2:00 pm |
| Lite Lunch            | 2:00 pm until 4:00 pm  |
| Dinner                | 4:30 pm until 7:00 pm  |

#### Saturday

|        |                             |
|--------|-----------------------------|
| Brunch | 11:00 am until 2:00 pm      |
| Dinner | Closed- see Café Ogle hours |

#### Sunday

|        |                        |
|--------|------------------------|
| Brunch | 11:00 am until 2:00 pm |
| Dinner | 5:00 pm until 7:00 pm  |

### Koster Convenience Store

Located in Koster Commons and offers a wide variety of snack items that can be purchased with Flex Dollars or cash.

#### Hours of Service:

|                     |                    |
|---------------------|--------------------|
| Monday – Friday     | 7:30 am - 7:30 pm  |
| Saturday and Sunday | 11:00 am - 2:00 pm |

### Café Ogle

Located in the Campus Center and features:

- Knight's Cafe
- Grill 155°
- Pete's Arena Deli & Pizzas

Breakfast, lunch and dinner are served on a cash or Declining Balance basis. The phone number for this location is 452-8110.

#### Hours of Service:

|                   |                        |
|-------------------|------------------------|
| Monday – Thursday | 7:30 am until 12:00 am |
| Friday            | 7:30 am until 3:00 pm  |
| Saturday          | 3:00 pm until 8:00 pm  |
| Sunday            | 3:00 pm until 12:00 am |

### Fly by Knight

This is the on-campus Pizza Delivery program through which residential students can order snacks in the evening using their Declining Balance or cash. Fly by Knight is run with student employees, and at various times during the year it

may not be in operation (i.e. University breaks, final exam week, summer session). Fly by Knight is operated out of Café Ogle. The phone number is 452-8110.

Hours of Service:

**Sunday - Thursday** 8:00 pm until 11:30 pm

### Sally's Cart

Offers lunch on a cash, Declining balance, or Flex Dollar basis. Café a La Cart is located in the front of the library during the warmer months, then it moves to Pasteur Hall Lobby for the colder months.

Hours of Service:

**Monday - Friday** 7:30 am until 2:00 pm

### 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. You can draw from your Flex Dollars for snack items or full meals. Unused Flex Dollars roll over from the Fall to Spring semester; however, they must be used by the end of each Spring semester. Unused Flex Dollar balances are nonrefundable.

**Important: Meal card balances carry over from the Fall semester to the Spring semester only, but NOT year to year. When a student leaves Bellarmine University, any unused balance is nonrefundable.**

### 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.

For example, if a student wanted to eat in the cafeteria four times in one day, she/he could do so. 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, contact the bursars office. Food service is not available for residential students during the Thanksgiving break, semester breaks, and spring break. Contact the Residence Life Office at 473-3000 to select a board plan.

Option 1 Any 16 meals per week

plus \$250 Flex Dollars per semester \$1510

Option 2 Any 12 meals per week plus \$300 Flex Dollars per semester \$1475

Option 3 Any 10 meals per week plus \$300 Flex Dollars per semester \$1390

Option 4 Any 10 meals per week plus \$250 Flex Dollars per semester \$1355

Option 5 Any 7 meals per week plus \$400 Flex Dollars per semester \$1415

### Commuter Students, Faculty and Staff

In addition to the seven board plans outlined for the residential students, three meal plan options are available for commuters, faculty and staff. Contact the Bursar's Office to select one of the plans.

Option One \$200.00  
This plan includes any 25 meals during the semester, plus \$50.00 Flex Dollars.

Option Two  
If you open a Declining balance account with \$50.00, you will receive all meals without taxes. Additional Declining balance may be purchased at any time.

Any operational concerns regarding Bellarmine Food Services should be addressed to the director of food services at 452-8325.

### 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 food purchase for which Bellarmine University or student organization accounts will be used. Contact the Catering Office at 452-8349 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 on duty full-time to help with any illness, health-related concerns, and allergy shots, or to provide information and referral. The office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.



students, faculty and staff.

Programs offered include: flag football, volleyball, softball, basketball, table tennis, horseshoes, golf scramble, ultimate frisbee, kickball, and various special events. For more information, contact the Intramural Office at 452-8041. The Intramural Office is located in the Sport, Recreation and Fitness Center.

## **Library**

The W. L. Lyons Brown Library is a teaching library. Librarians work closely with faculty to ensure that Bellarmine students learn to appreciate the value of informed participation in their communities as well as master the required skills, which together comprise information literacy. Additionally, staff in Instructional Media Services train and assist students and faculty to use information and technology programs successfully in their work.

### **Reference Services**

A professional librarian staffs the Reference Area during all hours of operation to assist users in finding and accessing books, articles and other information for their research. In addition to over 115,500 print volumes and more than 500 periodical subscriptions, the library provides access to an ever-growing number of online periodicals via numerous subscription databases, including ProQuest, EBSCOhost, JSTOR and the Kentucky Virtual Library. Access to the library's online catalog and various resources available across the Internet is provided from twenty computer workstations in the Reference Area, 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 thorough the Kentuckiana Metroversity consortium.

### **Instructional Media Services**

Instructional Media Services circulates all media materials and equipment to the Bellarmine Community. It houses a collection of non-print materials selected to enhance student learning, including thousands of DVDs, CDs and videos.

IMS features two multimedia development labs, a media lab equipped for individual use of media programs and group viewing rooms to serve small groups of students who wish to work together with a media program, such as a DVD. The Instructional Media staff train and assist both students and faculty in the effective use of the available systems and equipment.

## **Classroom Instruction**

Hands-on instruction and active project-based learning are important components in achieving the goal of information literacy for our students. The Online Classroom, located on Level 2 in the library, includes an instructor's workstation and 12 student workstations, enabling 24 students working in pairs to receive hands-on instruction from librarians and instructors. Equally important, this classroom permits students subsequently to work on research projects under the guidance of their instructors during scheduled class or lab periods.

## **Information Literacy**

The goal of information literacy for all students is an important focus of the University. Bellarmine students participate in a core curriculum that is designed to be strongly developmental and helps 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 rooms for individual or group study, individual carrels and lounge chairs, as well as tables, a spacious reading room, and tables among the book stacks. There is a study lounge with computer workstations that is open 24 hours per day. The library building also includes study locations offering networked desktop computers, connections to the campus network and Internet for laptop computers, and a wireless network which allows members of the Bellarmine community to borrow laptops at the Circulation Desk for use in the library. Library users can log on to the campus network and the Internet from virtually anywhere in the library.

The Library is open over 100 hours per week.

## **Regular Library Hours Fall and Spring Semesters\***

**Monday – Thursday:** 7:30 am – 12:00 am

**Friday:** 7:30 am – 10:00 pm

**Saturday:** 7:45 am – 5:00 pm

**Sunday:** 12:00 pm – 12:00 am

\*The Library has extended hours during final exam weeks of the Fall and Spring Semesters.

## **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. The library staff asks for your cooperation in maintaining a noise-free library and adhering to our cell phone policy. This will only serve to enhance an atmosphere that is necessary for study and research.

Patrons are asked to turn off cell phones when entering the library. As a courtesy to all, cell phones should not be used in the building. House phones are available on all levels of the building for your convenience.

Also, in tandem with campus policy, no animals except service animals are allowed in the building.

## **Lost & Found**

Lost and Found is located in the Security Office, on the ground floor of the Campus Center, 473-3333.

## **Minority Student Services**

The Office of Minority Affairs mission is to provide a supportive environment that facilitates the empowerment and retention of African American students by equipping them with knowledge and competencies that will prepare them for leadership, scholarship, and service.

The office will work collaboratively with academic and support units to provide educational and developmental programs and services from matriculation to graduation and foster academic, personal, social, moral, and cultural enrichment. The Office of Minority Affairs will facilitate a harmonious learning community by enhancing the campus environment and community where

multiculturalism is understood and embraced.

The goal of Minority Student Services is to:

- Provide a stimulating environment, including support services, programs and activities that promote intellectual, personal, social, moral and cultural growth and enrichment of students and assist them in maximizing their individual and collective potential.
- Empower African American students with knowledge and competencies that will prepare them for leadership, scholarship and service
- Work collaboratively with the academic support units to promote the matriculation, retention, and graduation of African American students.
- Assist in recruiting and retaining African-American faculty and staff.
- Assume a leadership role in building a campus community that fosters academic excellence, diversity, equity and multiculturalism.

For more information, call the Director of Minority Student Programs and International Student Counselor at 452-8151.

## **Pets**

Pets are not permitted in buildings on the Bellarmine University campus, including the interior and exterior of residence halls, suites, apartments, houses, public buildings, classrooms, and eating areas. Only certified service animals registered with the Office of Disability Services are permitted in these areas. The care and supervision of any service animal is the responsibility of the individual with a disability using the animal's services. The service animal 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 Coordinator at 452-8480 for documentation requirements and further assistance. Any exceptions to this policy (for example, the annual Blessing of the Animals) must be approved by the Dean of Students.

## **Residence Life**

On-campus residence affords a student added opportunity to become fully involved in college life. All out-of-town first, second and third year students are required to live either in the residence halls or with a parent/legal guardian. Exceptions

may be made in special cases, but must have prior approval from the Director of Residence Life. If the 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 judicial sanctioning from the University.

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 Residence Life Office 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, s/he may file an appeal. The Residence Life and Security staff 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 Office of Residence Life if evacuation assistance will be needed. Detailed information on these policies is available at the Office of Residence Life and on the web-site.

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, Bonaventure, Lenihan, 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 pass. More information about Residence Life can be obtained by calling the office at 473-3000.

## **Safety and Security**

Many students and their parents are concerned about safety on a college campus. Bellarmine understands and shares that concern and accepts its responsibility to provide a safe, pleasant and attractive place to live and study and employs security measures to ensure that our students enjoy their years at Bellarmine as free as

possible from any serious threats to their safety or well-being.

Bellarmino University is a community of approximately 700 residents and approximately 2,000 commuter students. It is located in a quiet, stable suburban area of the city of Louisville. As part of that larger community, the University shares many of the same interests and problems, including the concern about crime.

No campus is totally isolated from crime, but Bellarmine has been fortunate in seldom experiencing felony crimes such as assaults, burglaries, rapes or auto thefts in the past. To prevent such incidents, a competent Residence Life staff, a professionally-trained Security force, and the students themselves are responsible for a number of measures to ensure that the students and their possessions are protected as much as possible.

## **Department of Safety and Security**

The Safety and Security office is located on the ground floor of the Campus Center. To contact a Security Officer, call 473-3333 or dial extension 3333 if you are on campus.

Campus Safety and Security is coordinated through the Director of Security, with a security force of 10 officers. These men and women are graduates of the Safety and Security Officers Academy and undergo continuing training to upgrade their skills each year. All have been trained in emergency medical procedures and CPR. They conduct (foot, bicycle 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 Metro Louisville Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Metro Louisville Police Department's 5th District Office is only three to five minutes from campus.

The University does not currently request information from student applicants concerning involvement in criminal offenses. However, Bellarmine does conduct background investigations on critical staff positions at Bellarmine. Students, faculty, and employees 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 Department of Safety and Security 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 other than as may be required by the Department of Safety and Security. 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.

Safety and Security officers are on duty 24 hours a day. They also observe video monitors which are connected to cameras located throughout the campus in public access or circulation areas. Safety and Security officers carry a telephone hand-held radio for contact with the fire and police department in case of an emergency that cannot be handled by the Department of Safety and Security.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member, or employee to the Department of Safety and Security by dialing campus extension 3333. Upon receipt of the call, a Security Officer immediately responds to the site. Security Officers prepare and submit Incident Reports to be filed in the Department of Safety and Security as well as the offices of the Vice President for Student Affairs and the Vice President for Facilities Management.

The Department of Safety and Security holds sessions each semester 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 (see below), posters, brochures, the student newspaper, and e-mail 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, and responds immediately to reports of potential safety and security hazards, such as broken windows, locks and lighting.

The University campus is well lighted, and further lighting improvements are being made, including placing 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. In addition to a telephone in each student's room, there are campus telephones in each building. The locations of Emergency Phones are listed in the Student Handbook.

The Department of Safety and Security provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service. Students are limited to time spent in academic buildings after hours. 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 Department of Safety and Security.

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

### **Security in the Residence Halls**

The Director of Residence Life, Assistant Director, Graduate 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 Safety and Security officers.

Bellarmine University has both single-sex and co-ed residence halls, each with inter-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 sex. All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

### **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-lighted, any student (male or female) may feel more comfortable traveling in pairs or using the Department of Safety and Security'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 Department of Safety and Security at no charge. Bicycles should be secured in the bicycle rack with a sturdy lock. 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 whom they feel do not belong and any unusual incidents to a Safety and Security Officer.

#### **Timely Warning Policy - SAFETY ALERTS**

The purpose of the SAFETY ALERT bulletins is to notify the University community of a potentially harmful situation and to inform you 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.

SAFETY ALERTS, provided by Campus Security and the Dean of Students offices, will be posted around campus in SAFETY ALERT display cases and in the student newspaper (The Concord). The display cases will also be used proactively, when an emergency does not exist, to communicate basic safety/security measures. SAFETY ALERT display cases are located in the following high traffic buildings: Horrigan Hall, Pasteur Hall, Brown Activities Center, the Brown Library, and Miles Hall. Additional copies of SAFETY ALERT bulletins will be posted in the residence halls.

The safety of members of the Bellarmine

University community is very important. If you are aware of behaviors/conditions that may be harmful to others, please notify Campus Security (473-3333) and/or the Dean of Students (452-8304).

### **SOAR and Orientation**

SOAR (Summer Orientation, Advising and Registration) is a one-day **mandatory** program offered four times during the summer and once in the spring. All first-time college (freshman) students are required to attend one of these sessions. During this session, parents and students will (1) receive an overview of the Bellarmine liberal arts program (2) receive information about majors and guidelines for undecided majors and (3) meet with an advisor and register for fall semester classes. Student leadership is provided at SOAR by the Bellarmine Ambassadors, under the direction of the Director of Student Activities. Ambassadors assist with the SOAR program and provide leadership and direction, as well as a welcoming environment, for students and their families. If you are interested in being a Bellarmine Ambassador, contact the Director of Student Activities (452-8477) or look for flyers advertising the position in the fall semester.

The second part of your orientation experience is Crossroads, an off-campus, student-led orientation program that occurs in August the week prior to classes beginning. Crossroads is led by trained upperclassmen Orientation Crew members who lead small group discussions and large activities. At Crossroads, students meet their fellow classmates, and learn from experienced students, faculty, and administration what it takes to be successful at Bellarmine. All new first-time full-time students are expected to attend Crossroads, and the cost is included in the matriculation deposit/fee required of all first-time full-time students. Registration about Crossroads is sent out during the summer. Student leadership is provided by the Orientation Crew, under the direction of the Director of Student Activities (452-8477). Contact the Office of Student Activities if you are interested in becoming an Orientation Crew member.

### **Bellarmino Ambassadors**

The Bellarmine Ambassador Staff positions

are important student leadership opportunities. The function of this staff is to assist in the SOAR process, as well as assist in the planning and implementation of the New Student Orientation program. Ambassadors serve as friend, mentor, and role model for entering students, as well as welcome new students and parents by helping them feel a part of Bellarmine. This role is pivotal in the success of our programs, which assist in the smooth transition, satisfaction, and retention of new students. If you are interested in becoming an Ambassador, contact the Director of Student Activities (452-8477) or look for flyers advertising the position in the Fall semester.

## **Student Activities and Organizations**

The Student Activities Center offers numerous opportunities for the Bellarmine community. Bellarmine has a wide variety of campus organizations including academic, special interest, social, spirit, and honors societies. The Bellarmine Activities Council is the student organization that plans programs utilizing student activities fees. Student Government Association provides a voice for all students on campus issues. Some organizations may have academic requirements to hold office or to become a member. For a complete listing of campus organizations or to start a new organization, contact the Director of Student Activities, Campus Center, Room 023, or call 452-8477.

## **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.

**Student Computing** - The emphasis of technology at Bellarmine is to ensure that students have access to the most appropriate and reliable technology throughout campus. Public computers are available everywhere on campus, and each building has computer labs or computer equipment available for students to use. In addition, there is a wireless network in many areas of the campus, and the Library is equipped with laptops that students may checkout for use in the Library. Altogether, there are over 250 computers available for students.

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 increasingly have the capability 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 campus resources from off-campus
- Support services needed by students using personally-owned computers

Each student is given an email account and disk space on the network; and receives 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 outlets in their rooms, or through a wireless network. Each room is wired with a port for telephone and network access. Additionally, there are computer clusters located in each residence hall for students to use.

## **Computer Lab/Public Computer Locations**

### Horrigan Hall

H013, bottom floor, open daily between classes through 12:00 midnight

H017, bottom floor, open daily between classes through 12:00 midnight

### Brown Activities Center

Student Lounge

### Lenihan Hall

L22, Education-oriented, open daily between classes through 11:00pm

### Miles Hall

M312 and Miles Lounge, Nursing-oriented, top

floor, open daily through 11:00pm

#### Pasteur Hall

P100, Mac Lab, Graphics-oriented, first floor, open daily between classes through 11:00pm

P106, Mathematics-oriented, first floor, open daily between classes through 6:00pm

#### W.L. Lyons Brown Library\*

24-Hour Study Room, Level 1, open 24 hours a day

Reference Area computers, Level I, open daily during regular Library hours

Multimedia Development Labs, Level A, open daily during regular Library hours

Student Computer Lab, Level B, open daily during regular Library hours

Laptops, available for checkout during regular Library hours

*\* The W.L. Lyons Brown Library is equipped with over 400 Bellarmine network connections and a wireless network. This allows you to access the Bellarmine network through the use of a wireless network card or by simply plugging a laptop into any data outlet in the facility and logging on. Bring your laptop to the Help Desk for assistance.*

#### Residence Halls

A computer lab is located in each of the residence halls for use by residential students. Open 24 hours a day.

#### Campus Center

There are several computers located in the Campus Center for student use. Additionally, the Campus Center is equipped with a wireless network, which allows access to the Bellarmine network through the use of a wireless network card. Bring your laptop to the Help Desk for assistance.

**Computer Literacy** - Bellarmine provides these resources as part of our effort to guarantee that all Bellarmine students are computer literate. Computer literacy is developed in a variety of ways. For instance, students will be required to submit papers using a word processing program, conduct searches for reference material, use databases to find information for papers, or use spreadsheet software for writing formal lab reports. The Help Desk is always available for students to discuss computer questions/problems with computer service staff members or knowledgeable students.

**Help Desk** - The main customer service center for technology and your one-stop shop for all computer issues — including ID cards, email accounts, and network information. Support is provided in-person, online, and over the telephone! The Help Desk is located on Level B of the W. L. Lyons Brown Library and staff is available to meet your computing and technology needs, including user account information, email assistance, network storage space (W: drive), computing and Internet assistance, general troubleshooting and computer lab availability.

The Help Desk may be reached by phone at 452-8301 and by email at [helpdesk@bellarmine.edu](mailto:helpdesk@bellarmine.edu), or 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 Help Desk. There is no charge for the first ID card but there is a \$25 replacement fee for lost or abused ID cards. Defective ID cards will be replaced at no charge.

The Bellarmine ID card is valid as long as you are enrolled and must be updated annually. University policy requires you to carry your ID card with you at all times on campus and to submit your ID card to any University official upon request. The ID card allows you free admittance to any University sporting event and the golf course. Your 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 center.

### **Help Desk Hours- Fall and Spring Semesters**

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:00 am - 10:00 pm |
| Friday            | 8:00 am - 8:00 pm  |
| Saturday          | 1:00 pm - 5:00 pm  |
| Sunday            | 3:00 pm - 10:00 pm |

**Student Owned Computers**- Students are encouraged to bring their personal computers to campus. In order to connect them to the University provided network, the computer must meet the following requirements:

1. The computer must be set to the student's

assigned user name.

2. It must be configured to receive automatic updates, and it must have the University supplied anti-virus software.

3. The student must promptly comply with any reasonable request to ensure the security and reliability of the campus network.

The Help Desk will assist students in configuration of their computers to comply with these requirements.

Other Network Devices-Students are not permitted to attach other devices to the network such as network switches, routers, firewalls, hubs, or access points.

## Voter Registration

In compliance with the 1998 Higher Education Act, Bellarmine University will make available voter registration forms 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.

The Kentucky State Office of Election's 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://www.kysos.com/INDEX/main/elecdiv.asp> or go to the link on the Bellarmine website.

Students who are registered to vote in their home state may request an absentee ballot at [www.election.com](http://www.election.com) or by contacting the county clerk in their hometown. Students from out of state can find their local county clerk office by visiting [www.firstgov.gov](http://www.firstgov.gov). For a listing of Kentucky's county clerks go to: [www.kysos.com/Elecfil/Genelectionfiles/countyclerk.asp](http://www.kysos.com/Elecfil/Genelectionfiles/countyclerk.asp).

---

# Policies

---

## Introduction

The Bellarmine Community acknowledges the existence of both rights and responsibilities of each student. The administration, faculty and student leadership is committed to personal and academic excellence. Student community

members are individually and collectively responsible for their behavior and fully accountable for their actions.

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 (452-83

## Student Non-Academic Grievance Policy

### 1. Introduction

Students of Bellarmine University, who believe they have been treated unfairly 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, or sexual orientation, may initiate and pursue the grievance procedure in accordance with the provisions of this document. 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 to be handled 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, the Provost and Vice President for Academic Affairs (VPAA) and the Vice President for Student Affairs will consult to determine the appropriate grievance venue. Student grievances regarding academic matters are to be handled through the Office of Academic Affairs according to the Academic Grievance Policy.

### 2. Preliminary Steps

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

a. The student 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 student 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 student 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 student (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.

### **3. 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 Student Government shall select two students and two alternates to serve on 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.

### **4. 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 weeks of the time in which the alleged grievance occurred, as outlined in section 2 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 shall 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 three (3) 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.

d. The VPSA has five (5) days after receiving the written statements of grievance and response to review the written statements and render a decision as to whether sufficient grounds are present to warrant a hearing.

e. Notify the grievant and the named parties of its decision 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 five (5) days prior to the hearing date set.

g. Inform the parties that the burden of proof rests with the grievant, and that each party may be accompanied to the hearing by an advisor (Bellarmine University student, faculty, staff), who may not participate in the hearing unless specifically addressed by the Committee. The standard of proof will be the preponderance of the evidence; which means that the information, as a whole, shows 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. These materials, plus any additional materials either party chooses to submit, must be submitted to the Committee no later than two (2) days prior to the hearing. Any

person named in the grievance may submit a written statement to the Committee outlining issues from their perspective, or they may appear at the hearing as a witness if asked to do so by the grievant or the respondent. However, witnesses may not participate in the hearing unless specifically addressed by the Committee chair.

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.

## 5. 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 judicial officer), the grievant(s), respondent(s), supporter(s) and witnesses during the actual time of their testimony.

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. 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 needed.

i. The Committee will meet in closed session to decide upon its recommendation(s) to the VPSA and Dean of Students.

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 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.

## 6. Decision

The VPSA shall approve or reject the Committee's recommendation(s) within three (3) 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), s/he 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.

## 7. Appeal

The Committee, within twenty-one (21) days after the VPSA's decision, may be petitioned by the grievant(s) or respondent(s) to reconsider its decision **based only upon evidence clearly not available at the original hearing**. Such an appeal is discretionary and shall be made only upon majority vote of the members of the hearing Committee.

# Policy on Alcohol and Illicit Drugs

## 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; or providing alcoholic beverages to individuals under twenty-one (21)

years of age; or possession or use of alcoholic beverages by individuals under twenty-one (21) years of age; or 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 in turn 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 so as to allow each member and guest of Bellarmine University to assume the respective responsibilities attendant to his or her status with Bellarmine University.

### **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 employees and students through the Counseling Center and Human Resources. Information on this program can be picked up in the Human Resources Office, extension 8236, or in the Counseling Center, extension 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 or his/her designee only. 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 judicial process. The following sanction per alcohol policy offense will be used as guidelines and not requirements. *The sequence of sanctions below might not be followed for more severe alcohol 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 actions, including additional

sanctions and/or fines.

**1<sup>st</sup> offense** – Warning, completion of AlcoholEDU for Sanction within timeframe allotted by Hearing Officer.

**2<sup>nd</sup> offense** – University On-Notice and Educational Sanction

**3<sup>rd</sup> offense** – University Probation and Parental Notification\*

**4<sup>th</sup> offense** – University Suspension

Additional sanctions may be assigned as deemed necessary by the appropriate judicial body. Additional sanction may include, but are not limited to, assignment of community service hours, residence hall probation, 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 or Residence Hall Probation.

### Advertising and marketing of Alcohol

Bellarmino 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 of higher education.

Bellarmino 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).

### **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. A list of scheduled Alcohol Awareness Programs will be sent to RSO's at the beginning of the fall semester. All RSOs anticipating alcohol events in the spring semester are encouraged to attend awareness programs when offered. Special accommodations for programming can be requested through the Director of Student Activities or his/her designee.

Groups who do not hold events involving alcohol may be granted exemptions to the education requirement. The University however, encourages all organizations to participate in these educational programs even if alcohol is not served at their events.

Fifty percent or 15 members of each RSO, along with RSO presidents and Event chair, must have documented attendance at one of the Alcohol Awareness Programs provided by Director of Student Activities and his/her designee. The President of the RSO and 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 filed by the last Alcohol Awareness Program, no further events involving alcohol will be scheduled until the education requirement is met.

In situations where it appears impossible to adhere to the membership attendance requirements, a request for waiver of the requirement must be submitted to the Director of Student Activities two weeks prior to the educational program approved by the Director of Student Activities and the Dean of Students.

### **Event Notification and Guidelines**

All RSOs must send appropriate prior

notification to the Director of Student Activities regarding events where alcohol will be served or consumed. Event notification forms are available in the Student Activity Center. The Event Notification form must indicate anticipated attendance at the event and what security measures will be taken.

The Event Notification form must be submitted a minimum of two weeks (14 days) in advance of the event to the Director of Student Activities. Events may be cancelled or alcohol will not be permitted if notification is not given.

Event Notification forms must be signed 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.

### **Event Guidelines**

Any organization holding an event where alcohol is served must get their promotional materials approved through 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.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid drivers license stating that they are of age. Bellarmine University identification cards are not acceptable as proof of age.

All persons 21 or older that wish to drink at the event must have a wristband attached upon admission to the function. The third party vendor will be responsible for seeing that only those people with the appropriate wristband will be furnished with a drink. 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.

The above mentioned wristband will have indicated marks where a third party vendor will mark the wristband when a drink is purchased. The wristband will only allow for one drink per hour, with drinks ceasing to be served one hour before the event has ended.

Alcohol at the events must be served by a third party vendor. 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. The bartender holds the privilege to refuse service to anyone that is publicly intoxicated.

Nonalcoholic 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 those events 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. This number will consist of no less than 5% of the estimated group size or 5 members of the organization. Monitors assist with making sure no one under the age of 21 is consuming alcoholic beverages, patrolling the event to assist intoxicated individuals with assuring a safe ride home, and making sure non-alcoholic beverages and food is readily available.

It is strongly suggested that the sponsoring organization provide a means of transportation to and from the event for those individuals that are intoxicated. Suggested methods of transportation include establishing a base rate with a taxi company to provide continuous service from the event or obtaining permission for a Bellarmine University vehicle to serve as a shuttle. This suggestion of transportation will be at the discretion of the Director of Student Activities.

A detailed checklist is available in the Student Activities Center for an RSO to ensure that all requirements have been met.

### **Security Guidelines**

Sponsoring organizations must make arrangements to have security officials at their event. The security officers will be from campus security 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 along with 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**

Bellarmino 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.

### **Checklist**

RSO events that are providing Alcoholic Beverages:

1. Have the proper campus officials been notified? Submit event form to the Director of Student Activities.
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. Have the members of your organization participated in the education requirement and do they know the governing laws of the institution and state?
4. How will the organization/group officers maintain control over the function? Has security been acquired?

5. What alternative beverages and food are to be provided? Who is responsible for this?

If you have any questions you can contact the Director of Student Activities at 452-8477 or the Dean of Students at 452-8304.

## **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. Such conduct could entail 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 resident 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 judicial 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 s/he knowingly and unlawfully possesses marijuana. Possession of marijuana is a class A misdemeanor.
2. A person is guilty of marijuana cultivation when s/he knowingly and unlawfully possesses marijuana plants with the intent to sell. Possession of 5 or more plants of marijuana is a class D felony.

## **Criteria for Classification of a Schedule 1 Narcotic**

1. 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 is a class D felony.

## **Criteria for Classification of a Schedule 2 Narcotic**

1. 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 is a class A misdemeanor.

*Trafficking in narcotics or marijuana within one-thousand (1000) yards of any school is a class D felony.*

## **Possession of Drug Paraphernalia**

1. 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.

## **Community Standards and Obligations**

As members of the Bellarmine community, students, faculty and staff work cooperatively to achieve a common standard of academic excellence. A caring and disciplined 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 judicial procedures. The community discipline 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 feels that the Community Standards and Obligations have been violated, the member may file charges through the proper channels. Incidents involving faculty will be referred to the Vice President for Academic Affairs. Incidents involving staff 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. Students are responsible for the behavior of their guests and they assume this responsibility by informing the guest of University policies. If a guest violates the University policy, the guest and host student are 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 Vice President for Student Affairs 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.

## **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 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.
2. Intentionally or recklessly harassing or causing physical harm to others or causing apprehension of harm. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, 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.
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, or indecent; or a breach of peace.
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 judicial system including, but not limited to, filing a false complaint, abuse of judicial proceedings, and/or violating the terms of a disciplinary sanction.

16. Any form of sexual misconduct, which includes, but is not limited to: sexual assault, indecent exposure, obscene phone calls, forcible fondling, and sexual battery.

17. Any demonstration of gang-related activity or affiliation.

18. Gambling (e.g., but not limited to: lotteries, betting on athletic events, numbers games, cards and dice.).

## Student Discipline Procedures (Non-Academic)

All student disciplinary 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, Campus Security, or Residence Life Office as soon as possible, but within two weeks of the alleged misconduct. The Dean of Students has latitude to extend this deadline if deemed necessary. 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 a designee(s). The hearing officer may extend the scheduling of hearings based on extenuating circumstances (i.e., illness or prolonged investigation). The hearing officer may consult with the accused prior to the hearing to review the charges and the disciplinary 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.

The Student Discipline Procedures will be used to adjudicate disciplinary 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 campus 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 judicial 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 five 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 judicial process.

2. **File Access/Review** - the student has the right to review official documents in his/her disciplinary file. 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 hearing officer 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 from the office.

3. **Hearing** - to have an opportunity to respond to the information/evidence, 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 discipline process. Neither federal nor any state's rules of evidence apply in student disciplinary 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. The hearing shall be closed to everyone except the hearing officials (panel members, recorder, and chief judicial 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. Parents may be informed of charges if deemed necessary by the Dean of Students or a designee.

4. **Witness** - 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 24 hours 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.

5. **Supporter** - to have a Bellarmine University faculty, staff 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 to understand the process, assist the student in preparing for the hearing, and review the process with the student. The supporter will be seated apart from the student and may not address the hearing officer or the panel.

6. **Written Decision** - to have written notification of the findings of the hearing and the sanction(s) if applicable.

7. **Appeal** - the student may make a written appeal within three days of being informed of a disciplinary sanction, when the result of the hearing is suspension or dismissal from the University or residence halls. Appeals must be based on one or more of the following reasons:

1. **Sanction proportionality** – to determine whether the sanction was disproportionate to the offense committed, for which the student was found to be responsible.

2. **New evidence** – to consider new information that was not known at the time of the original hearing.

3. **Procedural conformity** – a claim that the hearing did not conform to the procedures outlined, and that substantially affected the outcome of the original hearing.

Appeals of residence hall suspension or dismissal will be heard by the Dean of Students or a designee. Appeals of University suspension or dismissal will be heard by the Committee on Student Appeals. This committee is composed of three students appointed by the Student Government Association, two faculty members

appointed by the Faculty Assembly, and two administrators appointed by the President. Decisions of this committee are final. When the Committee on Student Appeals has rendered a decision, the Vice President for Student Affairs will notify the accused student. Students involved in an appeals process will 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.

## Disciplinary 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 would 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 disciplinary 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 will 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 VPSA, in consultation with other appropriate Vice Presidents, will determine this on a case-by-case basis, depending on the severity of the violation and the student’s disciplinary 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 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.

**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.

## Event Registration

Event registration is a vital component in coordinating activities on the Bellarmine campus. Non-student sponsored University programs and departments can register their events and reserve rooms with Special Events, 452-8100. All activities sponsored by registered student organizations that occur on University property must have a completed event registration form in the Student Activities Center (SAC) at least 2 weeks in advance. Events requiring Security must be registered one month in advance. The Student Activities Center should be notified of any cancellations or changes as soon as possible.

To be included in the publications listed below, these corresponding deadlines must be met: Concord – Friday before the Wednesday prior to the event; SGA Monthly Calendar of Events – By the 25th of the month prior to the event.

All events registered may be publicized unless the sponsoring organization specifically requests that the information not be publicized. **Bellarmino’s Posting Policy and Solicitation Policy must be followed.** (\*See Posting Policy and Solicitation Policy)

All events must end by midnight on nights before a day when class is in session. On other nights, all indoor events must conclude no later than 1:00 a.m. Outdoor events must end by midnight.

The sponsoring organization is responsible for supervising its event from the beginning until the last person leaves. Supervision includes monitoring crowd behavior, noise control, and general conduct of the participants. In addition to student supervision, faculty or staff supervision is required at all dances and when requested by the Director of Student Activities.

Non-Bellarmino students, faculty, staff or administrators must show their ID and sign in as a guest. Bellarmine community members will be held fully responsible for the actions of their guests. Bellarmine University reserves the right to:

- refuse admission or eject from the event anyone who is disruptive, under the influence of alcohol or drugs, disorderly, disrespectful to authority, or jeopardizes public safety;
- terminate the event and/or restrict future use of the facilities for the above reasons or any concern of foreseeable risk.

The sponsoring organization is responsible for clean-up after the event or for payment for the cost of clean-up. Certain registered student organization events will require special security or EMT coverage. The types of events requiring special coverage include, but are not limited to:

- Events which draw a large number of people
- Outdoor campus events
- Events which present a topic or activity with a reasonable potential for a disturbance or disruption
- Events known by the public at which money will be collected.

The Director of Safety and Security will make the final determination as to whether an event will require special Security coverage and the number of officers required.

Registered Student Organizations may not host events during the three class days prior to the first day of final exams in each academic term through the last day of final exams. No meetings, social activities, recruitment, initiations, etc. may occur during this week and final exams. Organizations may appeal to the Director of Student Activities for policy exceptions.

The Student Activities Center registers all student events. Registration does not mean endorsement of the organization's activities nor do the events of any group represent the entire Bellarmine community.

## **Halogen Lamp Policy**

For safety reasons, halogen lamps are prohibited in all campus buildings.

## **Hazing Policy – Student Organization**

### **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 this 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 NIC and NPC, 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 her or his inherent human dignity. This proactive stance regarding hazing is essential to maintaining a hazing-free environment for students, staff, faculty, and administrators.

### **II. Examples.**

Some examples of hazing are listed below. This list should in no way be considered exhaustive. Hazing activities (whether engaged in voluntarily or involuntarily) include:

- Scavenger hunts, treasure hunts, road trips, ditches, kidnapping.
- The application of foreign substances to the body, including branding, and treeing.
- Deceptive statements or activities including those which cause a person to believe that some action or event is taking place or will take place but, in fact, will not occur.
- Hell weeks, nights, days, etc. or any ceremony which does not uphold the dignity of the individual.
- Blindfolding.
- The intentional isolation of individuals from groups.
- The use or abuse of alcohol/drugs at any group related activity by individuals or group.
- Morally degrading or humiliating games and activities.
- Other activities which are not consistent with fraternal or group law, ritual, or policy, the regulations and policies of Bellarmine University, or local, state or federal laws.
- All forms of psychological hazing including

implied threats of non-acceptance to full membership, etc.

- Calisthenics (exercises, running, etc.).
- Theft of property.
- Nudity at any time.
- Not allowing at least 6 consecutive hours of sleep per night to individuals.

### **III. Education Requirements for Selective Membership Organizations.**

In order to better facilitate a hazing-free environment, the following requirements have been developed regarding membership activities of Selective Membership Organizations which tend to have unique and more elaborate membership activity schedules:

1. There shall be no activities during pledge 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.
2. A letter co-authored by the groups and Bellarmine University Student Activities shall be sent to all pledging members' parents which encourages their support, includes a copy of the hazing policy, and asks that they call with any concerns.
3. Each organization must provide an educational session concerning hazing for all members and pledging members each semester.
4. Each member and pledging member must have a hazing release form on file with Student Activities.
5. Each president and pledge education officer must sign and turn in the Hazing Compliance Form each semester.

### **HIV/AIDS 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). The policy may be modified as new developments regarding HIV/AIDS 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 Association, Occupational Safety and Health Administration, and the Department of Health and Rehabilitation Services.

### **Confidentiality**

Health records are treated as confidential. No information, confirmation or denial, about HIV/AIDS 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**

Mandatory training will be 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. The training will be coordinated by the Director of Health Services. Training documentation of employees will be maintained in the respective departments listed above.

### **Minimizing Risks in Specific Programs and Activities**

The University and individual departments will adopt 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 will not be tolerated at Bellarmine, including in the residence halls. Acts of discrimination or abuse should be reported to the Vice President for Student Affairs, who will be responsible for dealing with such concerns.

An individual's HIV/AIDS status may not be

considered in the decision for admission to or employment with the University. Persons with HIV/AIDS 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.

### **Americans with Disabilities Act**

In keeping with the Americans With Disabilities Act, Bellarmine University considers HIV/AIDS to be a disability. Students or employees who have HIV/AIDS can utilize existing support services.

### **Additional Sources of Information and Support**

All persons diagnosed with HIV/AIDS are encouraged to be monitored by their primary physician. Those with HIV/AIDS and any others who desire additional information or who may have concerns related to HIV/AIDS may wish to contact the Director of Health Services (452-8493); Director of Human Resources (452-8236); the Employee Assistance Program (451-8262); The AIDS Services Center Hotline (574-5490); The Centers for Disease Control National AIDS Hotline (800-342-2437); The Crisis and Information Center (589-4313); and the Kentucky Statewide AIDS Hotline (800-840-2865).

### **Insurance**

All full-time undergraduate students (12 or more hours per semester) are required to participate in a qualifying health insurance program. All new students must provide the proof of health insurance coverage by *the third week of classes*. A copy of the student's health insurance card is acceptable proof of coverage. Resident students are required to provide the Residence Life Office with the name and address of their insurance provider and the policy number.

Students who wish to participate in the Bellarmine University student health insurance policy may obtain information from Student Affairs or Student Health Services.

Students who do not provide proof of health insurance coverage by the third week of classes will be required to participate in the College-sponsored mandated program. The cost of this coverage will be added to the student's current tuition statement. This fee is non-refundable.

### **Parking and Driving on Campus**

The department of Safety and Security is responsible for enforcing all University parking rules and regulations. There are parking areas on the University campus that are dedicated for the handicapped and visitors. Use of these reserved areas will be strictly enforced. The reserved markings may appear on signs or painted on the pavement. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes the payment of fines.

### **Vehicle Registration and Parking Permit Decal**

All University personnel and students must register any vehicle parked on campus and obtain a parking permit decal. All vehicle registrations and parking permit decals expire July 31 of each year. The decal is to be displayed on the **OUTSIDE OF THE REAR WINDOW ON THE DRIVERS SIDE OF THE VEHICLE**. Vehicle registrations and issuance of the parking permit decals will be issued by the Bursar's Office Monday through Friday, 8:00 a.m. – 5:00 p.m. Parking decals are also available in the Safety and Security office Monday through Thursday, 5:00 p.m. – 8:00 p.m.

All student, faculty, staff parking stickers are \$30.00. (Parking stickers purchased after December 15 are \$15.00). Payment can be made in cash, check, or credit card. Students, who have financial aid in excess of their tuition and fees, may charge the permit to their account.

A fee of \$ 5.00 will be charged for each additional decal purchased by an individual and is payable only by cash or check. The second vehicle must be owned by the registrant or a member of his/her family. 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 \$100.00 will be assessed.

## Designated Parking Areas

The University endorses the General Kentucky regulations governing parking and the prescriptions thereof will be enforced. Further, parking is permitted on campus, but only in the **designated paved areas**. Parking in some areas on campus is restricted for use only by handicapped and visitors. Compliance with these restrictions will be strictly enforced. If asked by Security, you will be expected to show documentation of proof of disability. Parking in designated handicapped areas is reserved for those students or employees who are handicapped. Driving a vehicle that has a handicap tag does not give you the right to park in a handicap space unless you are the one who is handicapped.

All First Time, Full Time (FTFT) Freshmen (with the exception of those living in Lenihan) will be issued an F designated parking sticker, and will be required to park north of Knights Way or behind the SuRF Center from Midnight on Sunday until 5:00 p.m. on Friday. **(See last page of these regulations for a map showing the location of Freshman parking)**. On weekends, F designated vehicles may be parked in any legal parking spaces on campus. FTFT Freshmen 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.

All parking **except** those areas designated for Visitors and Handicap are available on a first come, first served basis. Students, faculty and staff are all strongly encouraged to use the parking spaces available on campus to be good neighbors.

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 parking areas.

General Visitors and Admissions Visitors are required to park in the areas reserved for them located in front of Horrigan Hall/Campus Center, and parking time is limited to 30 minutes. No parking permit decal is required for short-term parking in visitor-designated areas. Visitors **must** sign in at the information desk located on the

ground floor of Horrigan Hall as they enter the building. Long-term visitors (those parking for more than 30 minutes) should be sent a special parking permit by the department they are visiting **or** obtain a special parking permit from the Campus Security Office. If there are no visitor spots available, please park in any other legal parking spot. If you receive a ticket, please forward it to the Administrative Assistant to the VP for Administration and Finance (Business Office H210) with an explanation of why you received the ticket and it will be voided.

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 for their office or class. Parking in the Loading Zones is limited to 15 minutes and will be strictly enforced.

## Other Parking and Traffic Regulations

Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping) and spaces allocated for the handicapped will be dealt with severely. Continued abuse will result in the vehicle being booted or towed at the owner's expense.

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.

All traffic and parking regulations will be enforced by the University Department of Safety and Security beginning the first day of each semester. During the first five (5) calendar days of each semester, warning citations will be issued to **newly** enrolled students only.

*Enforcement of the parking regulations will be suspended during the period from 4:00 p.m. on Saturday through 7:00 a.m. on Monday, as well as during events that draw a large number of visitors to the campus.* However, the prohibition of parking in fire lanes, unauthorized use of a handicapped parking space and moving violations will be enforced at all times.

## Fines and Appeals

The Campus Safety and Security Department is responsible for the enforcement of the parking and traffic regulations and, accordingly, will issue citations for violations of these regulations. A person receiving a citation must pay the fine(s)

within 10 working days of the date of issue, or, should a person believe their citation is unjust, that person must appeal the citation to the Traffic Court within five (5) class days subsequent to date of issue. If not, you will forfeit your right to appeal. Any person receiving more than six (6) tickets in any current year will be subject to double fines starting with the seventh (7<sup>th</sup>) ticket.

Traffic Court meets once per month. Specific dates are available from the Bursar's Office and are posted on the bulletin boards. If a ticket is appealed and you fail to appear before the Traffic Court at the designated time, you will forfeit your appeal right and the applicable fine becomes payable within 10 days from the date of the Traffic Court's ruling.

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

|   |                |
|---|----------------|
| <i>No Parking Permit Decal displayed</i>    | <i>\$20.00</i> |
| <i>Parking in a handicapped space</i>       | <i>50.00</i>   |
| <i>Expired permit</i>                       | <i>20.00</i>   |
| <i>Reckless driving/ speeding</i>           | <i>100.00</i>  |
| <i>Improper parking</i>                     | <i>25.00</i>   |
| <i>Stop sign violations</i>                 | <i>40.00</i>   |
| <i>Parking in a restricted area</i>         | <i>25.00</i>   |
| <i>Other violations</i>                     | <i>10.00</i>   |
| <i>Parking in a fire lane</i>               | <i>50.00</i>   |
| <i>Transfer of decal to another vehicle</i> | <i>100.00</i>  |
| <i>Boot Removal</i>                         | <i>50.00*</i>  |

*\* Boot removal fee must be paid before the boot will be removed.*

## 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 the purpose of providing a place 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, deans and provosts 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, walls or windows. 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 or may be denied.

## **Raffles and Charitable Gaming Activities**

In accordance with Kentucky state law, raffles, 50/50s, or games of chance must follow the laws governing Bellarmine's Charitable Gaming License. In order for a student organization to be approved to conduct a Charitable Gaming Event, the organization must be an officially recognized student organization with the Director of Student Activities and the Student Government Association. Any organization interested in hosting a charitable gaming activity must get approval from the Accounting Officer in Bellarmine's Business Office. The charitable gaming rules and regulations will be reviewed and a worksheet will be supplied to the organization that must be completed and returned to the Business Office immediately following the event. Once approved by the Accounting Officer, the event must be registered with the Student Activities Center prior to advertising and hosting the event.

## **Sexual Assault and Sexual 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 victim. When it occurs at Bellarmine University, it is also a flagrant violation of University standards.

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 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 non-consent, nonverbal acts of resistance or rejection, or mental incapacitation

of the victim due to any cause including the victim's use of alcohol or drugs constitute a lack of consent. 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 and must 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.

### **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.

#### **Forcible Sex Offenses**

Forcible sex offenses include any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (e.g. under the influence of alcohol or other mind-altering substances). This includes forcible rape, sodomy, sexual assault with an object, and forcible fondling. Sexual assault serves primarily nonsexual needs; regardless of the form, sexual assault is an act of aggression and control, rather than of sexual desire. **The defining issue in sexual assault is the lack of consent by the victim.**

#### **Non-Forcible Sex Offenses**

Non-forcible sex offenses include incest and

statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

### **Sexual Misconduct**

Sexual misconduct is a more comprehensive term that includes forcible and non-forcible sex offenses, but is not limited to: rape, sexual assault, indecent exposure, obscene phone calls, sexual abuse, forcible fondling, sexual battery, conduct that contributes to sex offenses, as well as *attempts* to perform such acts. Verbal consent to any form of sexual activity by both parties, without force, threat of force or intimidation, or coercion is required. Sexual acts against a person who is unconscious, sleeping, or otherwise unable to give consent are prohibited. Acts of complicity (e.g. spiking drinks, getting someone drunk for the purpose of committing a sex offense, being a silent bystander, etc.) also violate the policy.

### **Grievance Procedure for Sexual Assault**

If an assault occurs, it should be reported to Residence Life, Student Affairs, Health Services, the Counseling Center, or Security. Confidentiality will be maintained unless another student is involved or a potential risk of harm to self or others exists. 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 victim of the range of resources and alternatives available to him/her both on campus and in the community. The discussion should include encouraging the victim 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 victim during the meetings.

#### **Informal Action**

1. Immediate medical attention (U of L Hospital has the most comprehensive rape response unit). Refer to sub-section 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.

### **Formal Procedures**

The victim is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to ensure services that enhance recovery. However, the choice as to how to proceed after the assault belongs solely to the victim.

A student who has been sexually assaulted may pursue to a complete professional investigation before making a decision about how to proceed with the case. Not all incidents of sexual assault result in criminal proceedings. In some cases, the victim chooses not to press criminal charges. 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 disciplinary proceedings will be started when the evidence warrants. The judicial process will be discussed with the student. A victim’s identity will be kept confidential. The city of Louisville Police may be involved. **Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the offense committed. Furthermore, information provided helps in the prevention of sexual assault and the protection of other potential victims. Most sex offenders are repeat offenders.**

### **Campus Disciplinary Procedures**

Refer to the Community Standards and Obligations section of the Student Handbook for a complete outline of the disciplinary procedures. The adjudication of sexual assault cases is complicated by several factors including: the nature of the offense; the fact that the alleged victim and perpetrator may know one another, have classes together, or live in the same residence hall, apartment complex, or living unit; the event may have occurred some time before it was reported, and many cases involve the use/abuse of alcohol or drugs by either or both individuals.

Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sex offense. However, in accordance with the provisions of the Family Educational Rights and Privacy Act, the victim must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

**Interim Protective Orders.** 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. When a report has been filed and both parties have been informed of the charges, the University may remove the alleged assailant from his or her living arrangement, pending the hearing.

In addition, the Dean of Students or his/her designee may issue an interim "no contact" order to help ensure that the victim is not harassed by the alleged assailant. All forms of contact between the alleged victim and assailant 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 disciplinary hearing process, and may be extended after the hearing.

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

**Academic Considerations.** Should the victim and alleged assailant be enrolled in the same class, alternative class assignments may be made when reasonably available, and if so requested by the victim.

### **Recommended Action**

The purpose of this material is to provide information and assistance to victims of sexual assault and sexual misconduct, and persons who may come in contact with a victim. 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.

### **Campus Resources**

Counseling Center: 452-8480

Vice President for Student Affairs: 452-8304

Dean of Students: 452-8150

Security: 473-3333

Health Services: 452-8493

Director of Residence Life: 473-3000

Resident Assistants (pager)

Anniversary Hall: 899-8607

Petrik Hall: 899-8601

Kennedy/Newman Halls: 899-8600

BU Properties (1816 Norris): 899-8606

The best off-campus resource is the Rape Crisis Center, 581-7273. There you can receive counseling and/or be directed to a safe place if you feel you 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 victim. 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 victim 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

6. Putting anything in the mouth (gum, cigarettes, mints . . .)

A particularly well-equipped emergency room with a Rape Response Unit 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 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 charges.

**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 victims decide what further steps may be taken following an assault. The best resources are the Rape Crisis Center 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 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 Safety and Security section of this handbook.

#### **Educational Programs**

To foster awareness of sex offenses and victim's options, and to promote responsible behavior, Bellarmine University offers educational programs on sexual assault to all new full-time students annually. Additional programs are

offered to residence hall students. Educational programs are provided, utilizing the following resources: the University Counseling Center, Residence Life staff, Health Services, and employees of the Rape Crisis Center of Louisville.

### **Sexual Harassment Policy**

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that it can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment should utilize the mediation procedures. The aggrieved individual can utilize the formal grievance procedures that are promulgated for the various constituencies (Student Handbook for students; Policies and Procedures Manual for employees).

### **Definition of Sexual Harassment**

#### **Prohibited Actions:**

It is a violation for any member of the University community to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive work or educational environment.

### **Examples of Sexual Harassment:**

Any sexual attention that is unwelcome could constitute sexual harassment. Specific acts of sexual harassment include, but are not limited to:

1. physical assault;
2. propositions of a sexual nature;
3. direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.;
4. unwelcome physical or verbal conduct of a sexual nature which an individual regards as undesirable, or offensive, including but not necessarily limited to sexually explicit jokes, statements, and questions or unsolicited remarks about sexual activity or experience.

### **Inadvertent and Isolated Offenses**

A member of the University community who exhibits a singular or isolated act or conduct expressed in the above cited example number 4 may simply lack the sensitivity to know that these actions or statements are creating discomfort or may be humiliating to others. Any member of the University community who becomes aware of such activity is encouraged to caution the individual directly about the questionable conduct in a discreet and confidential manner

### **Procedures**

The underlying philosophy of this sexual harassment policy is one of correction rather than punishment, although specific sanctions, depending on the nature and severity of the incident(s), ranging from a letter of reprimand, suspension, or termination of employment, are possible outcomes if the formal grievance procedures of the University are invoked. Nevertheless, the guiding principles of this policy are to:

1. respond in a timely manner to a reported incident of sexual harassment;
2. take whatever measures are appropriate;
3. take all reasonable measures to prevent the incident from recurring.

The University has established mediation and resolution procedures in order to respond immediately to a sexual harassment complaint and investigate it fully. The procedure is designed to mediate and resolve such complaints promptly and fairly. Similarly, a formal grievance structure for handling complaints that cannot be resolved through mediation is also available. In general,

any individual with supervisory authority who obtains knowledge of an incident of sexual harassment occurring within his or her area is expected to take the proper steps immediately to address the situation.

## **Mediation and Resolution Procedures**

### **Step 1- Unofficial**

It is often the case that a student, faculty, or staff member of the University, believing that he or she may be experiencing a form of sexual harassment, will attempt to resolve the situation on one's own, or consult with another individual within the University community such as a colleague, supervisor, department or division head, faculty or student advisor, or a member of the student affairs or counseling staff. With the requested aid of an advisor, the individual may attempt to resolve the situation in an informal and unofficial manner. The advisor, acting with discretion and in confidence, may assist the individual in reviewing the situation in the context in which it occurred, aid the individual in identifying the problem, and review the options for resolution that are available.

### **Step 2- Official**

If the matter cannot be resolved through the unofficial, informal method cited in Step 1 above, or if the individual chooses not to obtain the help of an unofficial advisor, the complainant may seek the assistance of one of the official University resource persons appointed by the President.

The role of the official University resource persons will be to fact-find, mediate, and resolve the complaint, if possible. The official University resource persons will handle complaints independently and follow these procedures:

1. be available to dialogue with the complainant or other concerned individuals and the individual accused to determine the nature of the incident related to sexual harassment and the context in which it occurred;
2. conduct a discreet inquiry into the complaint, gathering and examining all relevant facts;
3. mediate and resolve the complaint informally if possible;
4. inform the parties of the formal grievance procedures available when no resolution is forthcoming or if either party is dissatisfied with the progress of the mediation;

5. keep confidential all information gathered during the investigation, and all processes of mediation and resolution;
6. prepare a record of the complaint, the investigation and findings, the mediation and resolution, if any.

The official University resource persons will forward their records to the Director of Human Resources to retain for three years from the date of the complaint. If the matter has been resolved through mediation, and no further incident occurs regarding the accused individual within this period, the record will be destroyed. After a successful mediation, if the behavior is reported as continuing, the record will be retained and can be made available to the appropriate formal grievance body.

If the matter has not been successfully mediated and either party wishes to proceed with formal grievance procedures, the official University resource person will submit the record of the attempted mediation to the formal grievance structure to be utilized in the particular case.

### **Grievance Procedures**

Inasmuch as a formal grievance procedure is expected to be used as a last resort, it is assumed that all efforts to resolve the complaint through the mediation and resolution procedures cited above have been conducted. Formal grievance procedures are found in various handbooks and other documents or publications relating to the various University constituencies (e.g., faculty, administrators, staff and students). Student grievances are handled through the Student Code of Conduct.

### **Confidentiality**

Sexual harassment is a matter of grave concern for both the complainant and the accused and therefore all procedures designed to deal with sexual harassment should be handled with the utmost sensitivity. All mediations/resolution procedures, as well as formal grievance procedures, shall be held in strict confidence to reasonably insure the privacy of all parties concerned (complainant, accused, and witnesses, if any) and to offer as much protection of the careers and reputations of the parties involved as possible.

### **Retaliation**

Faculty, staff and students are encouraged to express their feelings in a responsible manner regarding a problem of sexual harassment. Any member of the University community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

### **False and Malicious Charges**

The use of this policy for false or malicious purposes is strictly prohibited. Any student, faculty, or staff member who exercises bad faith and brings a false, malicious charge of sexual harassment against another member of the University community will be subject to appropriate disciplinary action.

### **Dissemination of Policy**

It is the responsibility of the Director of Human Resources to distribute the sexual harassment policy to all vice presidents for clear and regular communication, and to all employees within their respective areas. The Vice President for Student Affairs will make the policy available to all students as may be appropriate during orientation and registration periods.

### **Educational Resources and Assistance**

The Human Resources Office and the Vice President for Student Affairs will provide educational materials regarding sexual harassment, and act as a resource for any questions regarding this policy.

### **Official University Resource Persons**

| <u>Name</u>       | <u>Location</u> | <u>Phone #</u> |
|-------------------|-----------------|----------------|
| Dr. Claudia Beeny | CC-225          | 452-8150       |
| Dr. Fred Ehrman   | CC-225          | 452-8150       |
| Dr. Gail Henson   | BAC-219         | 452-8223       |
| Ms. Lynn Bynum    | H-204           | 452-8236       |
| Ms. Joan Hughes   | H-204           | 452-8435       |

### **Smoking Policy**

Smoking is permitted in outdoor areas only. Smokers are required to move away from building entrances to avoid congestion and to address the secondary smoke issue for those entering and exiting buildings. Please use the ash cans provided throughout campus. Smoking is not

permitted in any University vehicle.

## Solicitation

All canvassing and soliciting on campus must have prior approval from an appropriate University official. Advertisement or solicitation materials related to political party affiliation are prohibited on campus. Solicitation in the residence halls is prohibited, unless contracted by the University. Flyers or notices may not be placed on vehicles parked on campus. The Dean of Students 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.

Non-student and non-University groups must obtain special permission from the appropriate University official.

1. Contact the Dean of Students for off-campus subscriptions, ticket sales, memberships, questionnaires, etc.
2. Contact the Registrar for permission to solicit or canvass during registration.
3. 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. The following excerpts were taken from various policy and guidelines documents which may be viewed in their entirety on the LTS website. These excerpts provide a summary of some of the key points of these 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. Computers and other electronic media are the property of Bellarmine 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. Your 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. Email transmissions are considered to be 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. Other policies on email include the following:

a. Email should be used to communicate to individuals and/or small groups.

b. Public Folders should be used to post information to the community as a whole.

c. Sending electronic system-wide messages (“mass mailings”) is prohibited.

d. Sending chain mail is prohibited. Chain mail most often asks the recipient to copy and send the message to others.

e. Email storage will be limited for each user and all unread messages older than 30-days will be automatically deleted from a user’s mailbox.

f. Users must never “REPLY ALL” when using distribution lists.

6. Intentionally receiving, viewing or transmitting pornographic information or images is prohibited. Materials are deemed pornographic at the sole discretion and judgment of the University.

7. Distribution of unsolicited advertising is prohibited.

8. Transmission of slanderous and/or harassing materials is prohibited.

9. Creation and/or propagation of computer viruses or worms is prohibited.

10. Campus technology is not to be used for illegal or criminal activities or for personal financial or commercial gain.

11. You must cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized to access your computer files.

12. 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.

13. Use only those computers and computer accounts for which you have authorization.

14. Be responsible for all use of your accounts and for protecting each account's password. In other words, do not share computer accounts. If someone else learns your password, you must change it.

15. Report unauthorized use of your accounts to your instructor, supervisor, system administrator or other appropriate University authority.

### **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 athletics related travel should be coordinated by contacting Marilyn Staples in the Athletics Department at 452-8408. All travel by student organizations must be approved by the Director of Student Activities and coordinated through the Student Activities Center, at 452-8477. 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 Student Activities Center. 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. For full travel policies, including required timelines, contact the appropriate office.



# **Guide to Residence Hall Living**

**2006 – 2007**

# Guide to Residence Hall Living

## Index

|  |    |  |    |
|--|----|--|----|
| Director’s Welcome Letter                      | 65 | Harmful Behavior                                   | 75 |
| Residence Life Mission and Vision              | 66 | Keys   | 75 |
| Residential Living Policy                      | 66 | Non-Compliance                                     | 75 |
| Six Principles of Community                    | 66 | Offensive Materials/ Window Displays               | 75 |
| Residence Hall Association                     | 67 | Overnight Guests & Host Responsibility             | 75 |
| Recreational Games, Movies and other Items     | 67 | Pets   | 75 |
| Safety Tips                                    | 67 | Physical Contact/Use of Force                      | 75 |
| Residence Hall Amenities and Services          | 68 | Quiet Hours/Noise                                  | 75 |
| Bulletin Boards and Notices                    | 68 | Refrigerators/Microwaves                           | 76 |
| Cable TV                                       | 69 | Room Entry and Search                              | 76 |
| Classrooms                                     | 69 | Sledding & Other Outdoor Activities                | 76 |
| Computer Labs                                  | 69 | Smoking-Free Environment                           | 76 |
| Disability Services/Accommodations             | 69 | Solicitation                                       | 76 |
| Evacuation Assistance                          | 69 | Technology   | 77 |
| Game Rooms                                     | 69 | Theft  | 77 |
| Kitchen Facilities                             | 69 | University Property                                | 77 |
| Laundry Facilities                             | 69 | Vandalism  | 77 |
| Loan Keys                                      | 70 | Visitation   | 77 |
| Mail Delivery Service                          | 70 | Facilities   | 77 |
| Roommate Agreement                             | 70 | Damage Charges                                     | 78 |
| Security                                       | 70 | Decorations  | 78 |
| Study Rooms                                    | 71 | Elevator   | 78 |
| Telephones                                     | 71 | Extermination                                      | 78 |
| Television Lounges and VCR/DVD Use             | 71 | Housekeeping Services                              | 78 |
| Vacuum Cleaners                                | 71 | Inspections  | 78 |
| Residence Hall Procedures                      | 71 | Painting   | 78 |
| Check-In and Check-Out                         | 71 | Repair Services                                    | 79 |
| Consolidation Process                          | 71 | Screens  | 79 |
| Room Assignment                                | 72 | Safety   | 79 |
| Room Assignment for Students with Disabilities | 72 | Medical Emergencies                                | 79 |
| Room Changes                                   | 72 | Fire Extinguishers                                 | 79 |
| Security Cameras and Equipment                 | 72 | Fire Drills  | 79 |
| Community Standards                            | 73 | Suggestions for Fire Safety                        | 80 |
| Alcohol  | 73 | General Steps for Evacuation                       | 80 |
| Appliances                                     | 73 | Specific Evacuation Procedures for Residence Halls | 80 |
| Bicycles                                       | 73 | Evacuation of Persons with Disabilities            | 80 |
| Building Safety                                | 73 | Severe Weather                                     | 81 |
| Bunk Beds                                      | 74 | Judicial Process                                   | 81 |
| Confiscation                                   | 74 | General Procedures                                 | 81 |
| Drugs  | 74 | Judicial Procedures                                | 82 |
| Escort Policy                                  | 74 | Sanctions  | 82 |
| Explosives and Weapons                         | 74 | Alcohol Policy Violations and Sanctions            | 83 |
| Extension Cords                                | 74 | Other Possible Sanctions                           | 84 |
| Fire Safety                                    | 74 | Residence Life Contact Information                 | 84 |
| Harassment/Offensive Behavior                  | 74 |  |    |

## Dear Residence Hall Students:

Welcome to the Bellarmine University Community! The upcoming year could be one of the most exciting years of your life. As you begin this year remember that your time in the residence halls is the key to your success at Bellarmine and to your university experience. We encourage you to become involved, to get to know others and to make the most of your time with us! You will have the opportunity to learn about yourself, your goals and values, the world around you, and other members of the community. The choices you make in the next year will be some of the most significant of your university career and we want them to be informed choices.

Living in a new community can bring exciting adventures and challenges. It takes communication, a cooperative spirit, and mutual respect for self and others to flourish. You could be the catalyst for a dynamic new community in a building by getting involved and being a voice for that community. There are opportunities for involvement for every member of the community. A Resident Assistant (RA) lives on each floor and this individual can assist you in finding out about those opportunities. Your RA is an excellent resource not only for your hall and the residential community but also for the entire Bellarmine Community. They can assist you in learning policies and standards in your new community as well as how to navigate the campus and community at-large. In addition to the RA staff, we have Peer Mentors in our first year halls. The Peer Mentor staff assists students with the academic transition to college life and can serve as an additional resource to you. These are people you will want to get to know and access throughout the year.

There are also Graduate Hall Directors residing in the halls to assist you in transitioning and flourishing in your new community. Our Hall Directors are pursuing professional degrees in Counseling, Student Personnel, and Higher Education Administration. The Director and Assistant Director live on campus as well. These individuals are experienced professionals with a minimum of two - five years experience in Residence Life. You may access these individuals through the Residence Life Office during regular university business hours.

The Guide to Residence Hall Living is your resource for information during the next year. By reading and understanding the policies and procedures outlined you can be a positive, productive member of the residential community. Enclosed you will find information that will assist you in the transition to your new community and take ownership of your new home.

Best wishes for an exciting, successful academic and personal year!



Interim Assistant Dean for Residence Life

## **Residence Life Mission and Vision**

The mission of the Bellarmine University Residence Life program is to provide a living-learning environment for students which 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. Residence Life program at Bellarmine University seeks to educate our 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.

The Residence Life Office is located in Petrik Hall and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The Assistant Director and Director are full-time, post Master's professionals who are trained in student development theory, crisis intervention, and judicial matters. In addition, there are four Graduate Residence Hall Directors and a Secretary. Each residence hall is staffed with one Resident Assistant per floor. The Resident Assistants are undergraduates and serve in a paraprofessional capacity. There is a Resident Assistant on Duty each night in each hall for students to access. All staff members of the Residence Life Office 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 University's acceptance of the application does not guarantee assignment or admission to the University. Assignment is contingent upon final acceptance for admission by the University, payment of fees, space availability, and verification of enrollment for at least 12 credit hours. The Contract is for a FULL ACADEMIC YEAR (Fall and Spring Semesters).

## **Residential Living Policy**

All first, second and third year students are required to live in the residence halls or with a local parent or guardian. Students who do not

adhere to the Residential Living Policy are subject to judicial sanctioning.

All residential students are required to have a board plan during each contract year. Bellarmine provides a board plan program that offers the student tremendous flexibility and convenience. The board plan options described in the Food Service section of the Student Handbook allow you to select a board plan that best meets your needs. Students may change their board plan selection during the first ten business days of the semester.

## **Six 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. To contribute to a community that is conducive to academic pursuits and encourages all members to meet their individual academic goals.
2. To contribute to a safe community for all members by adhering to safety protocols, demonstrating care and concern for your fellow community members' safety and taking steps to ensure personal safety.
3. To contribute to a clean community by keeping not only your personal space clean but also assisting in the residence halls' overall appearance of the common areas and the grounds surrounding it.
4. To contribute to an orderly community where members as individuals and as a collective group strive to adhere to the policies and procedures set forth by the administration.
5. To contribute to an open community that promotes treating others with respect and dignity; valuing diversity in all aspects; and developing self-worth and personal identity.
6. To contribute to an environment that promotes

cooperation and collaboration amongst its members while exploring individual values and standards.

## **Residence Hall Association**

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 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 a Executive Board of elected officers that represents all residence halls. The Executive Board positions are President, Vice President, Secretary/Treasurer, Public Relations Chair, National Communication Coordinator, and Social Chair. The Executive Board meets regularly in order to develop the agenda for the Council meetings.

RHA meets on a bi-weekly basis in order to plan activities and discuss policy recommendations. Programs offered by RHA include student picnics, Family Weekend, 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 get involved is to attend the RHA meetings on a bi-weekly basis. Ask your Resident Assistant for meeting location and time. Another excellent way to get involved is to run for an Officer of your Building Hall Council or Floor Representative position. Elections will be held early in the first semester. Floor Representatives attend weekly 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 voting members of the

Council.

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 hard 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, Movies, and Other Items**

The following games and equipment are available for check-out from the Residence Life staff members, Monday - Friday, 9:00 a.m. - 5:00 p.m., and 6:00p.m. - 11:00 p.m. and on weekends.

- Assorted board games
- Assorted sports equipment
- Pool, Ping Pong, Foosball and Air Hockey equipment
- 100+ movies and several VCRs and DVD players
- Vacuums

Games, videos and other equipment are provided by the Residence Hall Association and Residence Life. Equipment check-out is available at the Residence Assistant Office in Kennedy-Newman, Bonaventure, Lenihan, Anniversary and Petrik reception desks when staffed. Residents may contact the Residence Life Office or 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 25 common sense steps that a residential student can take toward personal safety. Your safety is very important to us. Don't take your personal safety lightly and remember to use your common sense in all situations.

1. Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to it.
2. 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 x3333. Be

- sure to use well-lighted paths and side-walks.
3. Never allow anyone into the residence halls that 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 Hall Host.
  4. Keep your residence hall room locked at all times and do not give your keys to anyone.
  5. Take photos or engrave your valuables with your social security number so that they are easily identified if stolen.
  6. The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter's insurance for emergencies.
  7. 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.
  8. When using the Internet it is encouraged not to 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 or Security.
  9. If you don't want your phone number to your residence hall room published, contact the Office of Residence Life. Also, be careful when giving out your phone number and other personal information over the phone.
  10. Report any strangers on campus or in the residence halls that you feel are suspicious to Security or the Residence Life Office.
  11. Report any crimes or violence immediately to Residence Life and Security.
  12. If you are staying in the residence halls during a break period (before/after/ during a semester) be sure to register with the Office of Residence Life and seek permission to be in the halls.
  13. Don't over extend the usage of your electrical outlets in your residence hall room.
  14. When cooking be sure to stay in the area of the food preparation to attend to any concerns that might arise.
  15. Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.
  16. Know your emergency exits from the residence hall and vacate the hall each time you hear the Fire Alarm, unless instructed by the Office of Residence Life to do otherwise.
  17. Talk to your roommate or suitemates about

guests and other topics. The Office of Residence Life encourages the use of the Roommate/Suitemate Agreement.

18. Inform family or friends if you have plans to be out of town for an extended time so that they don't needlessly worry.
19. Carry your student I.D. or another form of photo I.D. with you at all times.
20. 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.
21. Not only is alcohol and drug use against Residence Life policy, but 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 or Security immediately for assistance.
22. 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.
23. Purchase a residential parking pass and park in designated parking areas 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.
24. Report any threatening or harassing behavior to Residence Life or Security. Report any vandalism or theft to Security immediately.
25. Introduce yourself to your Resident Assistant and seek them or the Office of Residence Life for information or concerns.

## **Residence Hall Amenities and Services**

### **Bulletin Boards and Notices**

Throughout the year, notices containing information pertinent to resident students are posted in the high traffic areas and on email. Students are responsible for reading and understanding these notices. Posters must be approved through the Residence Life Office before being posted. 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. Residents are asked to provide their own cable cords and students may utilize cable splitters for multiple televisions in a room.

### **Classrooms**

Anniversary Hall has a classroom that faculty and staff can reserve on a first-come/first-served basis. The classroom is reserved by contacting the Residence Life Office. The Anniversary Hall classroom is located on the first floor and may be entered through an outside entrance.

### **Computer Labs**

The computer labs, located on the ground floor of Kennedy Hall and on the first floors of Petrik, Bonaventure, Lenihan, and Anniversary Halls, are provided with Internet, email, and library information resources. The labs are equipped with Dell Pentium II IBM-compatible 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**

Bellarmino 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.

### **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 Petrik, Kennedy-Newman, and Anniversary Halls.

Security Officers and Residence Life staff will assist persons with disabilities who may require assistance evacuating a building during an emergency. The staffs 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.

### **Game Rooms**

Recreational areas are located in Kennedy-Newman, Petrik, Bonaventure, Lenihan, and Anniversary Halls. Residents may check out equipment with a current I.D. Game rooms are subject to all residence hall and University policies.

### **Kitchen Facilities**

A common kitchen with microwaves, ice machine, sink, cabinets, vending and eating area is located in Kennedy-Newman, Bonaventure, and Lenihan Halls. Each student is responsible for providing his/her utensils and dishes and for clean-up. A similar area is located in Petrik Hall lobby. Full kitchens with refrigerator, stove, sink, and eating area are located on the second and fourth floors of Anniversary Hall. Kitchen facilities are to be kept clean and failure to do so may result in community damage charges.

### **Laundry Facilities**

Coin-operated laundry machines are located on the ground floor of Kennedy Hall, on each floor in Petrik Hall, on the first floors of Bonaventure and Lenihan Halls, and on the fourth floor of Anniversary Hall.

## Loan Keys

Students who are locked out of their room may gain access by contacting the RA on duty (5pm to 11pm or on Weekends) or the Residence Life Office (9am to 5pm, Monday through Friday) or Security (11pm to 9am). 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 spare 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. Effective the first week of classes, the first loan key/key-in will be a courtesy but any subsequent loan key/key-ins from that point forward will have a \$5.00 charge assessed per incident.

## 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 is distributed each weekday. 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

Outgoing mail can be put in the mailboxes located in the residence hall lobbies or in the mailroom of 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 s/he 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.

## Security

Security is a responsibility shared by the entire University community, including every student. Resident 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 Security office of any suspicious person or other emergency in a building.

A Security 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 Security officers work in conjunction with the Residence Life staff members.

Residents are expected to give full cooperation to Security by complying with the Security procedures and cooperating with Security personnel. Propped doors will result in disciplinary action. Serious 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 Security 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**

Study Rooms are located on the ground floor of Kennedy Hall, on first floors of Bonaventure and Lenihan Halls, and on the second, third and fourth floors of Anniversary Hall. These study rooms are open 24 hours per day. These rooms are for study or reading purposes only and cannot be reserved for group/organization use.

## **Telephones**

All residence hall rooms are equipped with local telephone service and one wall jack. Each student will need to provide his/her own long distance service. The student can use almost any pre-subscribed or pre-paid calling card that can be accessed by an 800 number. Students of Anniversary Hall need to provide their own phone. A limited number of phones will be available for check out through the Residence Life Office. Third party calls are NOT permitted by any resident. This includes both charging a call to your extension and accepting a collect call. Any student who makes a third party call will be charged for the call. If a student makes a third party call the second time, the phone line will be disconnected from the student room and the student will be subject to judicial sanctions. All third party charges will be added to the student's tuition account and all grades and transcripts will be held until this account is paid in full.

## **Television Lounges and VCR/ DVD Use**

Each residence hall is equipped with a large screen color TV with cable. VCRs and DVD players are available for residents to check out for overnight use from the Residence Life Office during regular office hours. A valid student I.D. is required for a resident to check out any equipment. Use of VCRs or DVD players should be used in student rooms or in common areas with community consent and with regards to others.

## **Vacuum Cleaners**

Kennedy-Newman residents may check out a vacuum cleaner from the Residence Life Office, Monday - Friday, 8:00 a.m. to 5:00 p.m. and 6:00 p.m. to 10:30 p.m. Anniversary, Bonaventure, Lenihan, and Petrik Hall residents may check out a vacuum from the lobby reception desk

when staffed or may contact the Residence Life office for Assistance. 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. 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. Furniture should be returned to its' proper arrangement, damages should be reported, the room cleaned, 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 for Winter Break and 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 will occur 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 third week of each semester.

4. Residents who fail to reply to the Consolidation Letters will automatically be billed for a single room. The Residence Life Office will send a letter stating this after the end of the third week.

5. In general, a resident that 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 privilege 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 resident at any time.

### **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, insurance information, and payment of the room and/or damage deposit.

### **Room Assignment for Students with Disabilities**

On-campus residence hall accommodations are available for students with disabilities. Adapted 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, s/he may file an appeal. The appeal must be in writing and filed with the Director or Assistant Director 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 Disability Services Coordinator (Chair), the Chief of Safety and Security, the Director of Health Services, and the Assistant Director of Facilities Management. The Director of Residence Life will forward the appeal to the Disability Services Coordinator. 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 and Lenihan for first-year students, and in Anniversary for upper-class students.

### **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 their Graduate Hall Director or the Residence Life Office. 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 s/he is. Room changes should be for the benefit of all parties involved. Your RA and other Residence Life staff members are available to mediate roommate conflicts.

Any student who changes rooms without prior approval from the Director 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 immediate 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 judicial 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. Students who choose not to respect the established standards will be subject to judicial 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 Residence Life Office and University reserve the right to add or change policies.

## **Alcohol**

Alcohol is a drug and as such is not permitted in the residence halls, except in University-designated "21 years and over environments." Paraphernalia, including but not limited to: kegs, pony kegs, beer barrels, beer bong, funnels, etc. will be permanently confiscated.

Residents may not display alcohol containers (e.g., beer can pyramids, windowsill displays, etc.) regardless of the person's age. All empty or partially empty containers found in a room will be considered "in use".

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 and 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 environments. 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, small TV, study lamp, electric razor, hair dryer, personal computer and VCR. 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 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 may be confiscated.

## **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. 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**

For safety reasons, the roofs of the halls are off limits to residents, and this includes attempts to access a roof. 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 passersby. Windows and

balconies are not to be used for drying purposes, as entrances to rooms, or for coolers. Hanging items from or displaying items on the outside of windows is also prohibited. 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**

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, 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. Some students may also have university-provided loft beds.

### **Confiscation**

The Residence Life has the ability to confiscate any item deemed inappropriate or causing disturbance to the community or indirect violation of a University or Residence Life Policy. Items may be returned by the Director or Assistant Director.

### **Drugs**

Refer to the Policy on Alcohol and Illicit Drugs in the Student Handbook on pages 51-56.

### **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** are located at the main entrance of each residence hall 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.

### **Extension Cords**

If extension cords are used, they must be UL 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, is 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 other than a lighted match may result in dismissal from the residence halls. Tampering with other fire safety equipment, including damaging smoke detectors, is prohibited and will result in a disciplinary action. Smoke detectors are checked periodically to ensure proper functioning. Setting an unauthorized fire is prohibited. For safety reasons, burning candles, incense and smoking are not allowed in the residence halls for any purpose.

### **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 Harassment policy in the Student Handbook.

### **Harmful Behavior**

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

### **Keys**

Each student will be issued the appropriate keys to their assignment upon arrival at the residence halls. It is a student’s responsibility to carry their key at all times. Students are not allowed to hand out or lend their keys to anyone at any time. Students must return keys to the hall staff when they move out of a room or when Residence Life staff request such as during holiday breaks. Credit will not be given for keys returned after the check-out date.

Lost keys must be reported to the Residence Life Office and a charge of \$100.00 will be assessed for each lost key. When a key is lost, the appropriate lock(s) will be changed and new keys will be issued to the residents. Students found with duplicate keys will be subject to disciplinary action and a fine.

### **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 judicial sanctioning. Guests who fail to comply will be asked to leave the residential community immediately and will be banned until their judicial hearing.

### **Offensive Materials/ Postings**

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 staff may request items be removed.

\*Please see the official University Posting Policy 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). All guests are required to observe the 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, aquatic frogs, and turtles 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 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.

### Quiet Hours:

11:00 pm to 11:00 am, Sunday through Thursday  
1:00 am to 11:00 am Friday and Saturday

The 24-hour Consideration Policy means that residents should monitor their noise levels at all times, giving consideration to other residents.

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 resident is allowed to have a refrigerator. Microwaves are allowed in all residence halls. One microwave per room in Kennedy-Newman Hall and one microwave per suite in Petrik Hall is allowed. Microwaves cannot exceed 600 watts. 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 judicial process. The Residence Life Office 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 the institution 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 Security 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 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 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 judicial 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 judicial records. University officials will respect resident's belongings and treat them with care when conducting any search. Judicial searches may be conducted when drugs, alcohol, or weapons/explosives are suspected to be in a residence hall.

### **Sledding & Other Outdoor Activities**

Outdoor activities are encouraged in the playfields located on Newburg Road or in the University Quad. Sled riding is not allowed on any of the areas surrounding the residence halls and the golf course. Due to physical harm to others and university property, throwing/hitting such items as Frisbees, snowballs, footballs, softballs/baseballs, etc. 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.

### **Smoking-Free Environment**

Due to recent changes in insurance coverage the residence halls are now a Smoke Free Environment. No smoking is allowed anywhere with the residence halls or within 15 feet of the building entrances. Designated Smoking Areas will be marked and all residents and guests are expected to adhere to them. Students found smoking inside the residence halls will be subject to judicial sanctioning.

### **Solicitation**

No solicitors, sales people or agents, whether students or others, are permitted to personally contact students in the residence halls for

commercial purposes except when contracted by the University or Residence Life Office. 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. Students may use the electric engravers provided by Security to mark valuable equipment. Residents are strongly advised to have their parents' home owner'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 your lock is not working properly, report it to the Office of Residence Life. Students are expected to refrain from taking others' belongings without their permission.

### **University Property**

Students may not have University property, other than room furniture in their rooms or suites. 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 disciplinary system.

### **Vandalism**

Vandalism to any building, University property or personal property is not allowed. 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. Sanctions for those responsible for the vandalism include restitution of property damage, disciplinary action, and possible expulsion from the halls or the University.

### **Visitation**

Room visitation allows for members of the opposite gender to visit your room during certain hours. Visitation hours for all non-resident guests are 11:00 a.m. to 2:00 a.m. everyday of the week in all residence halls. Specific halls allow for the following visitation.

#### Kennedy and Newman Halls

11:00 a.m. to 2:00 a.m. Room Visitation Hours for all opposite gender guests. Only Kennedy-Newman residents are allowed in the second floor lounge before or after visitation hours. Non-resident guests are allowed in the main lobby 24 hours a day but must be escorted by a resident host.

#### Bonaventure, Lenihan, Anniversary, and Petrik Halls

##### Non-resident Visitation

11:00 a.m. to 2:00 a.m. Room Visitation Hours for all opposite gender guests from outside of the resident's building. Non-resident guests are allowed in the main lobby of each building 24 hours a day but must be escorted by a resident host.

##### 24 hour In-Hall Visitation

Residents of the building may visit each other within the building 24 hours a day.

#### Bellarmino Properties

Open Visitation. No co-habitation is allowed.

### **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 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.

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, and residents are expected to report strangers, persons doing damage, and 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 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 your account and must be paid promptly to ensure your 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.

Seasonal lights may be displayed inside rooms if they are UL approved indoor lights. 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 are to be hung from the tack strips provided on room doors. Wall paper borders and other fixed decorations are not permitted. Please be careful when removing decorations.

## **Elevator**

The elevator is a convenience for residents of 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 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.

### **Repair Services**

Residents are encouraged to complete a Maintenance Request Form in the Residence Life Office or with their Hall Director 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, as well as with 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 s/he is in a life threatening situation.
2. If a medical emergency arises during office hours a student should contact the Residence Life Office immediately (473-3000). The Health Services nurse (ext. 8493) along with the Director or Assistant Director of Residence Life, and Security will be contacted immediately by the Residence Life Office.
3. If a medical emergency arises at any time other than office hours then the Duty RA should be called (523-2697) and the Security Office should be notified (473-3333). The Duty RA will contact

the Director of Residence Life or the Assistant Director of Residence Life.

If a student requires transportation to a hospital, the Security Office will contact the EMT (Emergency Medical Transport) and guide them to the residence hall location. A Residence Life staff member should be at the door to greet EMT 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 EMT arrives at the location. Under no circumstances should a student, staff member, or anyone other than the EMT transport the individual to the hospital. The Director of Residence Life, or his/her designee, will 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. If fire is confined to a wastebasket or trash can, put it out with an extinguisher.
2. If fire is larger than that:
  - a. Sound alarm and call Security (3333).
  - b. Alert all people in the immediate area.
  - c. If there is time and nobody's life, including your own, will be endangered, try to extinguish the fire with whatever equipment is available. The Fire Department would always prefer to arrive and find the fire out, rather than out of control.

### **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 initiates 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 during the drill.

### **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. Always initiate safe smoking habits and proper disposal of the contents in ashtrays.

### **General Steps for Evacuation**

1. Feel door for heat; check for smoke. If there is heat and/or smoke, place a wet blanket at the bottom of the door and do not go out. Open or break the window to attract attention of firefighters and admit fresh air. Wrap a wet towel around your nose and mouth, and remain close to

the floor to avoid smoke inhalation.

2. If it is safe to leave your room: leave lights on, wear a coat or jacket and shoes, close windows and lock door behind you, walk to the nearest exit, knock on room doors as you exit to alert others go to an area away from the immediate vicinity and out of the way of firefighters and firefighting equipment.

3. Horseplay will not be tolerated at the time of a fire alarm. Safety is serious business.

4. Never use an elevator during a fire or a drill.

### **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 Security, 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.

**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.

**Bonaventure Hall:** Exit through the lobby or the emergency fire door on the first floor. Assemble in the front of the building.

**Lenihan Hall:** Exit through the lobby or the emergency fire door on the first floor. Assemble in the front of the building.

**Bellarmino Apartment Complex:** Exit your apartment using the nearest door. If on the second floor, descend the stairs. Assemble in front of your property.

### **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, 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 Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with Residence Life, Security, 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 Warning:** A tornado has been sighted. Seek shelter!

The Residence Life staff and/or Security will notify you of severe weather conditions and when possible danger has passed.

**Kennedy-Newman:** Vacate upper floors and seek shelter on the ground floor 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 in bathrooms. Stay away from the center and ends of the hallway due to glass windows. Close all room doors.

**Bonaventure:** Vacate into the hallways with the room doors closed. You can also evacuate to the ground floor and stay in the hallway with all room doors closed.

**Lenihan:** Vacate into the hallways with the room doors closed. You can also evacuate to the ground floor and stay in the hallway with all room doors closed.

**Bellarmino Apartment Complex:** Vacate to the basement area of your property if available or into the bathroom area of your property with all doors closed.

**If Outside:** Get out of cars. Lie in a low area, covering your head and neck. Keep a portable radio tuned to weather reports.

## Judicial Process

The Director of Residence Life employs a student developmental approach in handling disciplinary situations. The purpose of the judicial system is to maintain order within the residence hall community and to foster the development of residents. Judicial hearings are to be educational, with the end result being positive, appropriate behavior. Judicial hearings can be helpful to students in encouraging individual responsibility and self discipline and promoting the safety and respect of others.

### General Procedures

Anyone can file an Incident Report if he/she has reason to believe a policy has been violated. Please note that all persons present when a violation of policy occurs are generally considered to be in violation of the policy (e.g., visitation, alcohol, and noise policies). Incident Reports are submitted to the Director of Residence Life.

A pre-hearing meeting may be scheduled when the alleged conduct could result in Dismissal from the Residence Hall, University Probation, or University Suspension. The purpose of the pre-hearing meeting is to review the charges and the disciplinary procedures. The Dean of Students or Discipline Committee may serve as the hearing officer in cases in which a very serious offense has been committed. An RA filing an Incident Report in the course of his/her position may serve as a witness at disciplinary hearings. If a resident has alleged that a resident/roommate has committed a violation that could result in his/her dismissal from the residence halls, the accuser may be required to be

present in the hearing. This procedure is in place to decrease the incidence of false or anonymous allegations being made.

All information discussed in discipline meetings is confidential and will not be shared with other students. Non-resident Bellarmine students and non-students may be charged for violations of residence hall policies. Residents are responsible for the behavior of their guests.

### **Judicial Procedures**

The Judicial Procedures will be used to adjudicate disciplinary cases involving alleged violations of residence hall policy and the Code of Conduct. A student who has been charged with a campus violation, and thus alleged to be involved in an inappropriate behavior, will be afforded the following to assure fundamental fairness in the judicial 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 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 judicial process.
2. File Access/Review - the student has the right to review official documents in his/her disciplinary file. 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 hearing officer 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 from the office.
3. Hearing - to have an opportunity to respond to the information/evidence, 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 discipline process. Neither federal nor any state's rules of evidence apply in student disciplinary 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. The hearing shall be

closed; 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.

4. Witness - to be able to have witnesses speak or present material relevant to the case. The University may also call witnesses.

5. Supporter - to have a Bellarmine University faculty, staff, 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 to understand the process, assist the student in preparing for the hearing, and review the process with the student. The supporter will be seated apart from the student and may not address the hearing officer.

6. Written Decision - to have written notification of the findings of the hearing and the sanction(s) if applicable.

7. Appeal - the student may make a written appeal within three days of being informed of a disciplinary sanction, when the result of the hearing is suspension or dismissal from the University or residence halls. 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 evidence - to consider new information that was not known at the time of the original hearing.

- 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.

Appeals of residence hall suspension or dismissal will be heard by the Dean of Students or a designee. Appeals decisions are final.

### **Sanctions**

When it has been determined that a student was involved in violating residence hall policy, a sanction or combination of sanctions is imposed.

The Hearing Officer determines and issues sanctions, giving consideration to the following:

- the seriousness/severity of the incident
- the attitude of the person(s) involved
- the disciplinary record of the person(s) involved\*
- any special circumstances
- the concerns for the community

\*The cumulative effect of situations/past record is strongly considered in determining sanctions.

#### **Verbal Warning**

The student's behavior or level of participation was inappropriate, but the violation was very minor. A student may be issued a verbal warning at the time of the violation and a hearing may result.

#### **Warning**

The student is warned that further misconduct will result in more severe disciplinary action.

#### **On Notice**

If a student has violated a policy which warrants a more serious sanction than a warning, but does not justify being placed on residence hall probation, or if a student has already received two or several warnings for minor infractions, then the student may be placed "On Notice." Any further infractions will result in being placed on residence hall probation or could justify dismissal from the halls without first being placed on probation.

#### **Residence Hall Probation**

The student is informed that further violation of residence hall policy will result in dismissal from the residence halls.

#### **Parental 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 will inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.

#### **Held in Abeyance**

The student is already on Residence Hall Probation and is informed that the decision to dismiss him/her from the residence hall is being suspended. This is rarely used and is a very serious sanction, as any further violation would result in suspension or dismissal from the

residence halls.

#### **Residence Hall Suspension**

The student shall be removed from the residence hall for a definite period of time, after which the student may be eligible to return. The student is required to move out of the residence hall within 24 hours unless otherwise specified. The Residence Hall Agreement is cancelled and room fees are not refunded. Conditions for readmission may be specified and a student would be required to re-apply to the Residence Life program.

#### **Residence Hall Dismissal**

The student shall not reside in or visit any of the residence halls on either a temporary or permanent basis. Additionally, the student may not attend any residence hall sponsored activity anywhere on campus. The student is required to move out of the residence hall within 24 hours unless otherwise specified. The Residence Hall Agreement is cancelled and room fees are not refunded.

### **Alcohol Policy Violations and Sanctions**

Each violation of the University Alcohol Policy will be reviewed according to the University's judicial process. The following sanction per alcohol policy offense will be used as guidelines and not requirements. *The sequence of sanctions below might not be followed for more severe alcohol 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 actions, including additional sanctions and/or fines.

**1<sup>st</sup> offense** – Warning, completion of AlcoholEDU for Sanction within timeframe allotted by Hearing Officer.

**2<sup>nd</sup> offense** – University On-Notice and Educational Sanction

**3<sup>rd</sup> offense** – University Probation and Parental Notification\*

**4<sup>th</sup> offense** – University Suspension

Additional sanctions may be assigned as deemed necessary by the appropriate judicial body. Additional sanction may include, but are not limited to, assignment of community service hours, residence hall probation, 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 will inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.

### **Other Possible Sanctions**

1. Banned from Residence Halls. The student may not visit any residence hall on either a temporary or permanent basis. A definite time may be set for the ban and a student may be required to request the ban to be removed when the defined time expires.

2. 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).

3. Educational/Developmental Sanctions. The student is required to present a program, attend counseling sessions, or other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program.

4. Loss of Privileges. The student will lose residence hall and/or University privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, etc).

5. 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 the following year.

6. Community Service. The student may be required to participate in a prescribed number of community service hours. The type of work, service location, and number of hours will depend on the violation.

7. Restitution. The student is required to make payment to the University, or to persons or groups, for damages incurred.

8. Fines. Fines may be assessed for various infractions. Such fines will be charged against the student’s account in the Business Office.

### **Residence Life Contact Information**

Residence Life Office 473-3000



**Campus Security Act  
&  
Crime Statistics**

**2005 - 2006**

## Campus Security Act and Crime Statistics

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   | 1/1/02<br>12/31/03 | 1/1/03<br>12/31/04 | 1/1/04<br>12/31/05 |
|--|---|--------------------|--------------------|--------------------|
| <b>Murder and<br/>Non-Negligent<br/>Manslaughter</b> | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>Negligent<br/>Manslaughter</b>                    | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>SEX OFFENSES:<br/>Forcible</b>                    | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>Nonforcible</b>                                   | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>ROBBERY</b>                                       | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>AGGRAVATED<br/>ASSAULT</b>                        | • On Campus**                                 | 2                  | 0                  | 1                  |
|  | • In residence halls or conference facilities | 1                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>BURGLARY</b>                                      | • On Campus**                                 | 4                  | 3                  | 2                  |
|  | • In residence halls or conference facilities | 3                  | 2                  | 0                  |
|  | • Noncampus building or property              | 1                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>ARSON</b>   | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |
| <b>MOTOR VEHICLE<br/>THEFT</b>                       | • On Campus**                                 | 0                  | 0                  | 0                  |
|  | • In residence halls or conference facilities | 0                  | 0                  | 0                  |
|  | • Noncampus building or property              | 0                  | 0                  | 0                  |
|  | • On public property                          | 0                  | 0                  | 0                  |

|                                |   |   |    |     |   |
|--------------------------------|---|---|----|-----|---|
| <b>ARREST FOR:</b>             | • On Campus**                                 | 0   | 0  | 0   |   |
|                                | • In residence halls or conference facilities | 1   | 0  | 0   |   |
|                                | <b>Alcohol policy Violations</b>              | • In or on a noncampus building or property | 0  | 0   | 0 |
|                                |   | • On public property                        | 0  | 0   | 0 |
| <b>Drug-related Violations</b> | • On Campus**                                 | 2   | 0  | 0   |   |
|                                | • In residence halls or conference facilities | 1   | 0  | 0   |   |
|                                | • Noncampus building or property              | 0   | 0  | 0   |   |
|                                | • On public property                          | 0   | 0  | 0   |   |
| <b>Weapons Possession</b>      | • On Campus**                                 | 0   | 0  | 0   |   |
|                                | • In residence halls or conference facilities | 0   | 0  | 0   |   |
|                                | • Noncampus building or property              | 0   | 0  | 0   |   |
|                                | • On public property                          | 0   | 0  | 0   |   |
| <b>DISCIPLINARY REFERRALS:</b> | • On Campus**                                 | 25  | 63 | 26  |   |
|                                | • In residence halls or conference facilities | 25  | 53 | 106 |   |
|                                | • Noncampus building or property              | 0   | 0  | 0   |   |
|                                | <b>Alcohol policy violations</b>              | • On public property                        | 0  | 0   | 0 |
| <b>Drug-related Violations</b> | • On Campus**                                 | 2   | 0  | 0   |   |
|                                | • In residence halls or conference facilities | 1   | 0  | 1   |   |
|                                | • Noncampus building or property              | 0   | 0  | 0   |   |
|                                | • On public property                          | 0   | 0  | 0   |   |
| <b>Weapons Possession</b>      | • On Campus**                                 | 0   | 0  | 0   |   |
|                                | • In residence halls or conference facilities | 0   | 0  | 0   |   |
|                                | • Noncampus 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.

### 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         |

#### Further Information

Further information about campus safety can be obtained from the Chief of Safety and Security, 800/274-4723, extension 3333, or by calling direct 502/473-3333.