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# Student Handbook

2024 - 2025 ACADEMIC YEAR





# Student Handbook

2024 - 2025 ACADEMIC YEAR

Enrolled students 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 (Centro, McGowan Hall, CNMH 280) or view the handbook online at [www.bellarmino.edu/studentaffairs](http://www.bellarmino.edu/studentaffairs). 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 prohibits discrimination on the basis of age, gender, gender identity, sex, sexual orientation, race, disability, color, religion, national or ethnic origin, familial or economic status or any other protected category under applicable local, state or federal law, in the administration of its educational policies, admission policies, scholarship and loan programs, terms and conditions of employment, and athletic and other school administered programs. Bellarmine University will not tolerate any form of sexual misconduct, which includes, but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation arising out of any of the above acts, as more fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy. Our Catholic identity and values of intrinsic dignity and hospitality call upon all students, faculty and staff members to live out and promote this statement as they represent the institution on campus and in the community.

Questions about this policy can be directed to:

Bellarmino University Human Resources  
2001 Newburg Road Louisville, KY 40205  
502.272.8435 | [humanresources@bellarmine.edu](mailto:humanresources@bellarmine.edu)

Allison Schumacher Smithkier  
Chief Title IX Officer  
502.272.7337 | [aschumache01@bellarmine.edu](mailto:aschumache01@bellarmine.edu)

*Information in the printed handbook is accurate as of the date of publication. For the latest up to date information on student policies, please check the Bellarmine University Student Affairs website at [www.bellarmino.edu/studentaffairs](http://www.bellarmino.edu/studentaffairs).*

Dear Bellarmine Knight,

Welcome to the 2024-25 academic year at Bellarmine University! There is an essential value in the Jesuit education tradition that formed Bellarmine's namesake, Robert Bellarmine: *cura personalis*. It translates as "care for the whole person," and it describes the ideal relationship between faculty, staff and students, and among all those who work together in the university community. These are the relationships that I hope you will discover, and help to nurture, in your time at Bellarmine.

In caring for the whole person, we seek to nourish your body and spirit, as well as your mind, by providing additional opportunities and resources outside the classroom, many of which are outlined in this publication. You may broaden your horizons by studying abroad; challenge yourself physically with more than 20 NCAA Division I varsity sports and dozens of intramural sports; and renew your spirit in Our Lady of the Woods Chapel or in one of our many faith-based organizations.

You will also have many chances to work in collaboration with businesses and organizations in the city of Louisville and beyond. In keeping with our Catholic values, we place great emphasis on community service and provide numerous opportunities that will connect with your classroom learning and deliver measurable outcomes for both you and the community.

Of course, we are committed to providing a challenging academic experience. You will find that our faculty members are personally invested in your success. The Student Success Center provides a variety of services and resources to help you take ownership of your learning, while the Career Development Center can set you on a path toward professional and personal achievement. Be sure to find a mentor and commit yourself to being a prepared and engaged student.

Live each day with integrity and reach outside your comfort zone to learn more about the city, the world, and your own passions. These experiences will begin to shape your career, your values, and the leader you become.

Your future is bright, and I look forward to watching you flourish. We are excited you are here!

Sincerely,

A handwritten signature in black ink that reads "Susan M. Donovan". The signature is written in a cursive, flowing style.

Susan M. Donovan, Ph.D.

*President*

Dear Bellarmine Student,

The mission of Bellarmine University is to be an inclusive Catholic University that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

Bellarmino University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life, and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize their highest potential as part of an interconnected world.

Our institutional values are:

- Academic Excellence - Promoting academic inquiry rooted in the liberal arts tradition—critical thinking, communication, collaboration, creativity, and compassion— with an expectation of excellence
- Intrinsic Dignity - Respecting the intrinsic value and dignity of every individual
- Social Responsibility - Cultivating grounded citizens who contribute to and advocate for the public good, environmental sustainability, global understanding, and informed civic engagement
- Integrity - Fostering strong ethical principles, honesty, fairness, transparency, and trustworthiness
- Hospitality - Creating an inclusive community that welcomes all and models a spirit of goodwill
- Stewardship - Exercising thoughtful stewardship of our University resources

As we begin the academic year, hold these values and beliefs near. We want you to succeed and are here to help you reach your highest potential. Utilize the services outlined in this publication. Get to know your exceptional professors, advisors, and staff members as you navigate your academic journey. Be an active member of the community. Get involved.

We also ask you to take very seriously what it means to be a Bellarmine Knight. Ask for help. If you see another Knight who may be facing a challenge, reach out and support them in that challenge. Encourage your peers to do the same. In sum, embrace and fall in love with your own unique Bellarmine experience. Go Knights!

In Veritatis Amore,

A handwritten signature in black ink that reads "Helen Grace Ryan". The signature is written in a cursive, flowing style.

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

## ***IMPORTANT CONTACT INFORMATION***

Academic Affairs.....	502.272.8250
Accessibility Resource Center.....	502.272.8490
Campus Ministry.....	502.272.8051
Campus Recreation.....	502.272.8312
Campus Bookstore.....	502.272.8111
Career Development Center.....	502.272.8151
Commuter Services.....	502.272.8150
Counseling Center.....	502.272.8480
Dining Services.....	502.272.8305
Dr. Patricia Carver Office of Identity and Inclusion.....	502.272.8302
Financial Aid.....	502.272.7300
Office of Health Services.....	502.272.8313
W.L. Lyons Brown Library.....	502.272.8141
Office for International Student & Scholar Services.....	502.272.7060
Office of Military and Veteran Services.....	502.272.7072
Office of Public Safety and Transportation.....	502.272.7777
Office of Student Accounts.....	502.272.8264
Orientation, New Student and Family Programs.....	502.272.8433
Registrar.....	502.272.8133
Residence Life Office.....	502.272.7272
Sport, Recreation and Fitness Center (SuRF).....	502.272.8312
Student Activities and Organizations.....	502.272.7725
Study Abroad and International Programs.....	502.272.7954
Student Affairs.....	502.272.8150
Student Success Center.....	502.272.7400
Technology Support Center.....	502.272.8301



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Bellarmino University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Bellarmino University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Bellarmino University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **BELLARMINE UNIVERSITY MISSION**

### **Mission Statement**

We are an inclusive Catholic University that educates students in mind, body, and spirit for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

### **Vision Statement**

We will become the leading Catholic University in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

### **Values**

Bellarmino University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

## **CAMPUS TRADITIONS**

### **BU Fight Song**

*Words by Frank Knoop*

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

### **BU Alma Mater**

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

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

**Motto** - The motto of Bellarmine University is *In Veritatis Amore*—in the love of truth. The love of truth that 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 it is found. Bellarmine University aspires to assist its students to develop an integrated philosophy of life centered upon a love of truth ranging from the particular truths of each art and science up to Divine Truth itself.

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

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

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

At the junction of the four quadrants, there appears a fleur de lis, the emblem of the beautiful City of Louisville, the proud home of Bellarmine University.

In the upper left quadrant is a pineapple. A traditional symbol of hospitality, the pineapple recalls the Tuscan warmth and hospitality of the distinguished Montepulciano house of Jesuit, Cardinal, and Saint Roberto Bellarmino, the university's namesake and patron saint. By extension, the pineapple also represents *cura personalis*, the concern for each person as an individual, and each individual as a whole person, that characterizes teaching, learning, and life at Bellarmine

University and that welcomes all persons to Bellarmine.

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

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

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

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

The Bellarmine Seal was originally developed in the shape of an oval in 1953 by Sister Mary Rademaker, then chair of the Ursuline College Department of Art. The seal was reconfigured into a perfect circle in 1990 to improve legibility and presentation. In 2000, the name change to Bellarmine University necessitated corresponding changes in the official seal of the university. President Joseph McGowan took this occasion to authorize the draft of a more complete coat of arms, the most important features of which were to fill in the two previously vacant quadrants of the coat of arms with the Ursula Laurel, symbol of St. Ursula, the Ursuline Sisters, and Ursuline College; and with the inclusion of the five symbolic bands in the other quadrant. The seal was further refined in 2009.

## **CAMPUS HISTORY**

Bellarmino College was opened on October 3, 1950, under the sponsorship of the Roman Catholic Archdiocese of Louisville and with the special assistance of the Conventual Franciscan

Fathers. It followed third in a proud line of diocesan institutions of higher learning founded by this diocese, the oldest in inland America. The earlier predecessors were St. Joseph's College in Bardstown (1819-1889) and St. Mary's College near Lebanon, opened 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 owned by the Griffin family, who, impoverished by the Civil War, sold the estate to Bishop William George McCloskey for a seminary, Preston Park, which opened in 1871 and functioned, with interruptions, until 1909. During the Civil War, the Griffin estate house served as a military hospital. Old Preston Park also served at times as orphanages staffed by the Sisters of Charity of Nazareth: St. Vincent's for girls (1892-1901) and St. Thomas for boys (1910-1938).

In 1950, the year of Bellarmine's inception, the new school became one of the first in the Commonwealth of Kentucky open to all races. The first 42 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 (Bellarmino's evening division had been coeducational already), and Bellarmine became independent with a self-perpetuating governing board.

In 1963, Bellarmine opened the Thomas Merton Center devoted to the works of Thomas Merton, a monk at the Abbey of Gethsemani. Today, this internationally significant archive contains over 50,000 items. More than 200 doctoral dissertations plus master's theses and numerous books have been written based in part on work at the Merton Center. In the spring of 1997, the Thomas Merton Center moved into the second floor of the W.L. Lyons Brown Library to a suite designed to house its collections and provide space for scholars to meet and work. Bellarmine began its first graduate program, the Master of Business Administration, in 1975. Today the University also offers doctoral degree programs in Education, Leadership in Higher Education, Education and Social Change, Physical Therapy, Nursing Practice and Health Professions Education; an Educational Specialist Degree in Instructional Leadership and School Administration; and master's degrees in Business Administration, Communication, Digital Media, Education,

Health Science, Nursing, and Teaching.

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 1 (M1) University. Today, Bellarmine University is made up of the Bellarmine College of Arts and Sciences; the College of Health Professions, which includes the Donna and Allan Lansing School of Nursing and Clinical Sciences and the School of Movement and Rehabilitation Sciences; the W. Fielding Rubel School of Business; and the Annsley Frazier Thornton School of Education.

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 W.L. Lyons Brown Library.

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

In 2013, Bellarmine gained a signature entrance with the construction of St. Robert's Gate, a 3 ½-story arched entryway donated by Bellarmine alumni Nick ('69) and Gincy ('70) Carosi and Arban & Carosi, an architectural precast concrete firm in Virginia of which Nick Carosi is president. In 2015, Bellarmine honored Joseph P. Clayton '71 – president and CEO of DISH network and a pioneer in the telecommunications industry, as well as a generous philanthropist – by renaming the building that houses the communication program to Joseph P. Clayton Hall.

In 2017, the University completed Bellarmine Centro, one of the most significant construction projects ever undertaken at Bellarmine. Centro connects Horrigan and Treece Halls, which were thoroughly renovated, by an atrium to a beautiful new building, Dr. Joseph J. McGowan, Jr., Hall, forming a true

campus center. Centro provides classroom and office space, an Admissions Welcome Center, the Career Development Center, Campus Ministry, and the W. Fielding Rubel School of Business. Under Bellarmine's fourth president, Dr. Susan M. Donovan, Bellarmine has seen record-breaking fundraising, increased diversity in its student population, and an emphasis on making the university affordable and accessible to all. In the spring of 2019, the Board of Trustees approved a new strategic plan for the university, "Tradition and Transformation," to guide the university for the next five to seven years. Bellarmine achieved a key initiative in the strategic plan when its athletic programs moved from NCAA Division II to NCAA Division I on July 1, 2020, through an invitation from the ASUN Conference, making Bellarmine the only private DI university in Kentucky. This move allows Bellarmine to share its story on a larger stage. Under Dr. Donovan's leadership, the university has committed to making college possible for talented students who might otherwise not pursue a degree with initiatives such as the Public Price Promise, a unique merit scholarship that matches the direct cost of qualifying students' state flagship university, and the Hope Kentucky Scholars Program, a scholarship for students based on their Federal Pell Grant status that helps to cover 100% of their tuition. These initiatives and others have contributed to a more diverse student body. The incoming Class of 2028 will be the most diverse in Bellarmine's history.

## ***STUDENT RIGHTS & RESPONSIBILITIES***

Each member of a community is guaranteed certain rights. Likewise, each member has responsibilities to that community. Bellarmine University has established certain rights as well as rules and regulations to promote an educational environment of trust and mutual respect. Each new student entering the University is expected to read and refer to the most current version of academic and student conduct policies as published in this handbook and/or in the Course Catalog. Official correspondence from the University will be sent through Bellarmine University email. 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 accountability for responsible conduct. Student conduct policies and practices are concerned not only with protecting the safety and wellbeing of the campus as a whole, but also with assuring that each student's rights are recognized and honored. In order to ensure the protection of the rights of the student, the University

adheres to certain recognized reporting and appeals procedures.

## **ACCESSIBILITY RESOURCE CENTER**

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

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

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. Academic and housing accommodations are available to students with documented disabilities. The Accessibility Resource Center is located in McGowan Hall. For information regarding the University's policies and services for persons with disabilities, to review eligibility criteria, or to apply for services online visit the Accessibility Resource Center website, [bellarmine.edu/studentaffairs/accessibility-resource-center](http://bellarmine.edu/studentaffairs/accessibility-resource-center). You may also contact the Accessibility Resource Center at 502.272.8490 or [arc@bellarmine.edu](mailto:arc@bellarmine.edu) for any additional questions.

### **Accessible Parking**

Bellarmino University provides parking spaces at a reasonable proximity to classroom buildings, residence halls, and office buildings for students with disabilities. These spaces are clearly marked with the universal symbol for accessible parking. Students with disabilities wishing to park on campus must apply for a Bellarmine Accessible Parking Permit through the Office of Public Safety and Transportation. Please see the Parking Guide at the end of this publication for policies and procedures regarding accessible parking permits

### **Pets, Service Animals, and Assistance Animals**

Pets are not permitted in buildings on the Bellarmine University campus, including residence halls, suites, campus apartments, public buildings, classrooms, and eating areas. Any exceptions to this policy (for example, the annual Blessing of the Animals) must be approved by the Dean of Students. Animal owners should follow Louisville leash laws and clean up after their pet.

Residential students may have certain types of fish, aquatic frogs, and turtles that can survive under water in their residence hall room. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than two tanks per residence hall room.

Only certified service animals and approved assistance animals registered with the Accessibility Resource Center are permitted in these areas. The Americans with Disabilities Act (ADA) defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." A service animal is not a pet but can perform some of the functions and tasks that an individual with a disability cannot perform themselves. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government.

Assistance animals are not considered service animals. The definition of assistance animals under The Fair Housing Act (FHA) and for the purposes of Bellarmine's policies is defined as an animal that is prescribed to an individual with a disability by a healthcare or mental health professional that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered service animals under the ADA. An assistance animal is necessary to afford a person with a disability an equal opportunity to use and enjoy Bellarmine residential living. There must be a relationship, or nexus, between the individual's disability and the assistance the animal provides. Assistance animals are an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability. They are not service animals and do not accompany the individual at all times. Assistance animals are only permitted in the assigned residential room and outdoor spaces under the proper handling. Assistance animals are not permitted in other campus buildings.

The full Service and Assistance Animal policy can be found at <https://tinyurl.com/BellarminoServiceAnimals>. The care and supervision of any service or approved assistance animal is the responsibility of the individual with a disability using the animal's services. Service and assistance animals must also pose no threat to the health or safety of members of the Bellarmine University community to be permitted in buildings or on other campus areas. The service animals must also not result in the fundamental alteration of a University program or create an unmanageable disturbance or interfere with the Bellarmine

Community. Please contact the Accessibility Resource Center at 502.272.8490 or [arc@bellarmine.edu](mailto:arc@bellarmine.edu) for information about the approval process and documentation requirements.

the extent of the assistance you may need in case of an emer-

### **Evacuations of Persons with Disabilities**

Bellarmine University is committed to developing and implementing procedures to assist students with disabilities during an emergency. However, students must create their own personal emergency plan that addresses their needs before and during an evacuation. Students with a disability or temporary injury affecting mobility must plan in advance and be aware of their own capabilities and limitations. This information provides a general guideline of evacuation procedures for persons with disabilities for fire or other building emergencies.

### **Individual Emergency Evacuation Plan**

Individuals who need assistance during an emergency should discuss concerns and options with The Accessibility Resource Center. The Accessibility Resource Center can assist you in developing a plan to meet your needs in case of an emergency. Students may choose to develop an emergency evacuation plan with any of the following University officials:

- Accessibility Resource Center, 076 McGowan Hall - Centro 502.272.8490 [arc@bellarmine.edu](mailto:arc@bellarmine.edu)
- Residence Life Office, Petrik Hall, First Floor 502.272.7272 [reslife@bellarmine.edu](mailto:reslife@bellarmine.edu)
- The Office of Public Safety and Transportation, 054 Treece Hall - Centro 502.272.7777 [Publicsafety@bellarmine.edu](mailto:Publicsafety@bellarmine.edu)

l emergency plans will be kept confidential within the Office of Public Safety and Transportation. However, emergency safety personnel, and other college representatives may be informed if an individual with a disability or injury might require help with evacuating during an emergency. The plan should include specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency. It should also contain:

- For each of the buildings that the individual frequents, the safest location on each floor where they can await assistance from emergency personnel;
- Communication tools that the individual can use to inform emergency personnel of their location;

he names of at least two evacuation assistants who are willing and able to assist the individual during an emergency.

### **Emergency Plan Guidelines for Students**

- Bring your individual emergency plan to the attention of your faculty members, employers, coaches and roommates

gency. It is your responsibility to make your needs known

- Register your phone numbers with Bellarmine's Emergency Notification System, RAVE.
- Become familiar with all emergency exits, evacuation routes, and designated evacuation assembly areas in the buildings you frequent.
- If necessary, identify people willing to serve as "evacuation assistants." An identified evacuation assistant could be a classmate, class instructor, supervisor, roommate, co-worker, or any individual who could be in the vicinity during a potential emergency. The evacuation assistant should be familiar with your evacuation plan in advance of an emergency.

### **Guidelines for Evacuation Assistance**

The following general guidelines are intended to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation can be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated if they are moved incorrectly. Before attempting to evacuate a person with a disability, consider your options and the risk of injury to yourself and others.

- Individuals should be invited to volunteer ahead of time to assist persons with disabilities in an emergency.
- Only trained emergency personnel should attempt to evacuate an individual who is in a wheelchair or incapable of safely navigating the stairs.
- Always ask someone with a disability how you can help. Information about how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them will be in the individual emergency evacuation plan.
- Information about possible lifting or physical support needed for individuals with limited mobility will be included in the individual emergency evacuation plan. Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting or physical support will be done.
- If the situation is life threatening, call 911 and security immediately.
- Become familiar with all emergency exits, evacuation routes, and designated evacuation assembly areas in the buildings assigned to you on the individual

emergency evacuation plan.

- There may be times when it is not safe to evacuate an individual in a wheelchair. Whenever possible, someone should remain with the person with a disability while another individual exits the building and notifies rescue personnel of your exact location.

## Building Evacuation Options

- Ground level: Exit the building immediately using building exits to an outside ground level. If on an upper level, use stairs. Do not use elevators, unless authorized by emergency personnel. In most buildings, elevators are rendered inoperable in the event of a fire emergency.
- Evacuation Assembly Areas: On your own or with an evacuation assistant go to an Evacuation Assembly Area if it is away from the obvious danger zone. If a designated Evacuation Assembly Area is not available, your evacuation assistant or other individuals available to help will notify emergency personnel of your location and needs. Usually, the safest area of refuge are pressurized stairwells. Evacuation Assembly Areas locations are listed below. For assistance in identifying evacuation assembly areas, call the Office of Public Safety and Transportation at 502.272.7777.
  - » Brown Activities Center 2nd floor, in front of BR221
  - » Brown Library 2nd floor, Level A, and Level B, near the elevator
  - » Horrigan Hall 2nd floor, near the Abell Board Room
  - » Miles Hall 2nd floor, near the elevator
  - » Pasteur Hall 2nd floor, near Room 251
  - » Petrik Hall 1st through 5th floors, in front of the elevator
  - » Anniversary Hall 2nd through 4th floors, in front of the elevator
- Stay in Place: Stay in place is appropriate for individuals who are alone and unable to safely evacuate. Remain in a room with an exterior window, phone, and a solid or fire-resistant door. Stay in contact with emergency services by calling 911 and reporting your location. Emergency services will relay your location to on-site emergency personnel, who will determine the necessity for evacuation.

## Non-Emergency Situations

Individuals with disabilities who need assistance leaving a building in a non-emergency situation (such as an elevator or power out-ages) should contact the Office of Public Safety Transportation at 502.272.7777.

## HOUSING & RESIDENCE LIFE

For a full guide to Housing and Residence Life and living on campus, please reference the Residential Living guide at the end of this publication.

## Live On Requirement

On-campus residence affords students the added opportunity to become fully involved in college life at Bellarmine. Residential living provides students with the educational and social foundation necessary for continued personal and academic growth.

All full-time students with 88 or less total credit hours must live in the designated University residence unit or with a local parent/legal guardian (within a 50-mile radius of the University).

Students 22 years of age or older are exempt from this policy. Exceptions may be made to reasonably accommodate health concerns, financial concerns, or other special cases. Students seeking such exceptions must go through the housing exception process and have prior written approval from the Director of Housing and Residence Life. If a student does not live either with a local parent/legal guardian or in the designated University residence unit and does not have an approved exception, the student may be subject to conduct sanctioning from the University and/or housing fines. Fines may equal up to half of the room rate for each semester the student is in violation of the live on requirement.

All undergraduate students are required to have a meal plan during each contract year.

Students are informed of the policy during the admission process. The policy is featured prominently on the residence life website as well as in the housing application process. Notifications are sent to current residential parents and students in fall to remind them of the policy and to explain the exception process. Those students found in violation of this policy may be referred to the Dean of Students office for an alleged Code of Student Conduct violation and fee assessment.

## Exception Process

Students complete the exception application and submit the required documentation through the housing portal for committee review. If students are moving home, parents must complete a form affirming that the student will be living with them at their primary residence.

Exceptions are granted (typically) for two reasons:

(1) A significant change in financial situation or (2) A medical situation.

## Off-Campus Housing Conduct Policy

Bellarmino University reserves the right to address student misconduct occurring off campus. The Code of Student Conduct extends to all Bellarmine Students both on and off campus. Additionally, students who chose to rent a living space in the community also agree to the following:

1. Students under 22 moving off campus to a dwelling other than their parent/family primary residence must meet with the Dean of Students (or designee) prior to their occupancy off campus to discuss community standards.
2. An understanding that the neighborhoods surrounding Bellarmine are primarily familial in nature. Behavioral standards will be based on the nature of these communities. This includes following city ordinances and laws regarding noise, pets, parking, trash disposal, etc.
3. Students must register their off-campus address with the University before registration each semester they are living off campus. Students register their address through their Self-Service User Profile in the ExperienceBellarmine dashboard. Enter address as a “new off campus/local” address.
4. Student organizations and athletic teams may not plan or execute an event at an off-campus residence without approval from the appropriate administrator, typically a Student Activities Center professional. This includes informal events that could be perceived or construed as an official event of that team or organization.

**Standard sanctions for violations of this conduct policy may include:**

- 1st Offense - \$150 fine per student, student conduct status of on notice.
- 2nd Offense - \$500 fine per student, student conduct status of probation or suspension, parental notification sent.
- 3rd Offense - Students will return to the residence halls or face University suspension for a semester or more, parental notification sent. Bellarmine University will not be responsible to students or parents for any claim by any landlord if students are required to relocate.

## **CAMPUS HEALTH**

### **Counseling Center**

Recognizing the impact that personal concerns can have on academic performance, the Bellarmine Counseling Center offers a range of mental health services to students. Those services include short-term individual, couples, and group counseling; crisis intervention; consultation; and referral. Students seek personal counseling for many reasons, including anxiety, adjustment, grief, trauma, relationship and family concerns, depression, stress, alcohol/drug problems, eating concerns and identity issues. The Counseling Center is staffed by licensed mental health professionals and advanced graduate practicum

students under the supervision of the full-time staff members. All counseling services are free, confidential, and available to any currently enrolled Bellarmine students. The Counseling Center is located in Centro Treece Hall, Suite 225. For more information or to schedule an appointment, please visit [bellarmine.edu/studentaffairs/counselingcenter](http://bellarmine.edu/studentaffairs/counselingcenter) or call 502.272.8480 or email [counselingcenter@bellarmine.edu](mailto:counselingcenter@bellarmine.edu).

### **Office of Health Services**

The Office of Health Services is designed to offer immediate health care and preventative wellness information to all students. A registered nurse is available to help with any illness, health related concerns, allergy shots, and to provide further information or referrals. A nurse practitioner is also available during the academic year by appointment and can provide prescriptions and diagnose acute illness. Please call the clinic for current semester hours for appointments with a nurse practitioner. Please check the Health Services website, [www.bellarmino.edu/studentaffairs/healthservices](http://www.bellarmino.edu/studentaffairs/healthservices) for current office hours. Walk in appointments are available, schedule permitting. Use of the Office of Health Services is completely voluntary. All health records are strictly confidential and, except in cases specified by law, may not be disclosed except when authorized by the student in writing.

### **Non-Urgent Medical Needs**

Call 502.272.8313 or go to your Patient Portal (<https://bellarmine.mediatconnect.com>) to schedule an appointment. Appointments are required. Please contact the Office of Health Services with any questions.

You may also wish to visit local clinics. For your convenience

there is a listing provided below: Norton Immediate Care

Center - Highlands  
2470 Bardstown Road  
502.459.3991  
Open daily 8 a.m. - 8 p.m.

Kroger, The Little Clinic  
2440 Bardstown Road  
502.632.0984  
Hours: Monday - Friday: 8:30 a.m. – 7:30 p.m. (closed for lunch 1:30 p.m. – 2:15 p.m.); Saturday: 8:30 a.m. – 5:00 p.m. (closed for lunch 1:30 p.m. – 2 p.m.); Sunday: 9:30 a.m. – 4:00 p.m. (closed for lunch 1:30 – 2:00 p.m.)

Visit  
[bellarmine.edu/studentaffairs/healthservices/nearby-medical-facilities](http://bellarmine.edu/studentaffairs/healthservices/nearby-medical-facilities) for current list and contact information.

### **Norton eCare Visits**

Through a generous grant from Norton Healthcare, students have access to 24/7 medical care through Norton eCare video visits. This is a free service for Bellarmine students that provides quick, non-urgent care through your phone, tablet, or computer. This service is available 12 months a year for students residing in Kentucky and Indiana.

Visits are for any acute, non-urgent problems such as allergies, cold, flu, cough, fever, insect bite, nausea, vomiting, diarrhea, skin rash, and urinary tract infection.

You must have a Norton MyNortonChart account (you do not have to be a Norton Healthcare patient to create an account), a computer/tablet with webcam or the Norton MyChart phone app, a credit or debit card (which will NOT be charged), and your Bellarmine student ID.

Instructions to set up your account and schedule visits can be found at <https://tinyurl.com/ecarebu>.

### **American Heart Association(AHA) CPR and First Aid Education**

AHA CPR and First Aid education is available for anyone who would like to participate, including the AHA BLS course required for many of the academic programs at Bellarmine. There are both traditional classroom courses and online courses available in a wide range of topics and levels of training. To find a course that will fit your particular needs, please visit: [bellarmine.edu/studentaffairs/healthservices/cpr/](http://bellarmine.edu/studentaffairs/healthservices/cpr/).

### **Serious and Life-Threatening Illnesses or Injuries**

- Never move a seriously injured person unless they are in a life-threatening situation.
- If the Office of Health Services is closed, or if an ambulance is needed, call 911 first and then call the Office of Public Safety and Transportation at 502.272.7777.
- The Office of Health Services full-time staff and Office of Public Safety and Transportation full-time staff are all certified in CPR.
- If an ambulance is used, any related costs are paid by the person in need of medical attention and may or may not be covered by insurance.

### **Student Illness Documentation Policy**

Students who need to miss class due to illness/injury are encouraged to notify their faculty that they are ill or injured and unable to attend (and follow the directions provided by the faculty member on the course syllabus). It is the purview of the faculty to reasonably determine when or if a student will be excused

from class. The Office of Health Services cannot guarantee a note for missing class. Students experiencing major medical events that will require extended absence from classes should inform the Dean of Students at [studentaffairs@bellarmine.edu](mailto:studentaffairs@bellarmine.edu). See our complete policy at [bellarmine.edu/studentaffairs/healthservices/illness-policy](http://bellarmine.edu/studentaffairs/healthservices/illness-policy).

### **Student Health Insurance**

Students are strongly encouraged to have health insurance coverage. The University recommends that the student's insurance plan be carefully evaluated to determine whether it can be used in the local area (i.e., is it a PPO or HMO plan that will not cover local physicians and hospital? Would it require that the student return home for care?) Under the Affordable Care Act, individuals who earn less than approximately \$10,000 annually are exempt from having health insurance. Many college students fall into this category. The Affordable Care Act also permits students to remain on their parents' insurance until age

26. There are a variety of options available to students in the private market and students are encouraged to shop online to find the right health insurance plan for their needs. If you cannot afford insurance, and your income is within the state-mandated range, you may be entitled to Medicaid or the Children's Health Insurance Plan (CHIP). Medicaid eligibility varies by state. For information about the Affordable Healthcare Act, please visit [healthcare.gov](http://healthcare.gov) or [younginvincibles.org/health](http://younginvincibles.org/health).

All international students on an F or J visa are required to be covered by health insurance which meets federal regulations. Bellarmine works with Cultural Insurance Services International (CISI) to provide a suitable plan for students covering the academic year. Costs for this plan will be added to your bill with Student Accounts at Bellarmine. You will be provided with your health insurance card and details of the health plan coverage at the beginning of the semester. This plan will need to be renewed each academic year. Students on an F visa may show us evidence of comparable coverage from a major provider to fulfill this requirement. Students with a different legal status whose permanent residence is outside of the U.S. may also qualify for CISI coverage. Contact International Student & Scholar Support with any questions.

### **Immunization Requirements**

All new students are required to submit up-to-date immunization records in an effort to aid the University in maintaining a healthy and safe environment. A person is up to date with vaccinations if they have received all doses in a given primary series and booster doses when eligible.

You may easily submit a state vaccination record, but please be sure that required immunizations listed below are included

before submission.

- Tetanus/ Diphtheria /Pertussis (TDaP) (up to date includes booster within 10 years)
- Measles/Mumps/Rubella (MMR) (up to date includes two doses)
- Meningococcal (Residential Students only), (up to date includes MCV4 series of two with second dose at or after age 16)

The following immunizations are not required but strongly recommended by The Office of Office of Health Services:

- COVID-19 (up to date includes complete series and booster(s) as eligible)
- Hepatitis B
- Human Papilloma Virus
- Polio
- Varicella
- Annual Influenza Vaccine (reach out to healthservices@bellarmine.edu if interested in Influenza Vaccine)
- TB Screening

Please see the Centers of Disease Control website [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) for information regarding the risk of these diseases for college-aged students.

Submit your up-to-date immunization documentation by visiting <https://forms.office.com/r/15cpVJhhb5>. Students experiencing issues with access to immunizations or international students with questions should contact the Office of Office of Health Services at 502-272.8313.

### **Immunization Exemption Requests**

Students may apply for an exemption to any of the required immunizations by visiting <https://forms.office.com/r/15cpVJhhb5> and submitting the required documentation. A committee of Bellarmine faculty & staff members will review each exemption request individually and communication about approved/denied exemptions will come from the Office of Health Services. Please contact the Office of Office of Health Services with further questions about immunization exemption requests.

### **Infectious Diseases**

Bellarmino University bases any infectious disease policy on current medical knowledge regarding the effects of certain infectious diseases, such as HIV/AIDS, Meningitis, or COVID-19. The policy may be modified as new developments regarding infectious diseases become available. The University will be informed 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.

### **Safety Training**

Different types of annual safety training are given to all Public Safety officers, health services staff, residence life staff, athletic staff, facilities management staff, and those who may come in contact with the body fluids of others. Training documentation of employees is maintained in the respective departments listed above.

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

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

### **Discrimination**

Discrimination, emotional abuse, or physical abuse of any student or employee known or suspected to have an infectious disease or other infectious diseases will not be tolerated. Acts of discrimination or abuse should be reported to the Dean of Students who will be responsible for dealing with such concerns. An individual's infectious disease status may not be considered in the decision for admission to or employment with the University. Persons with infectious diseases will not be excluded from enrollment or employment or restricted in their access to University facilities, including housing, or services unless a medically-based judgment in an individual case, or guidance informed by the CDC or health department officials establishes that exclusion or restriction is necessary for the welfare of the infected individual or the welfare of other members of the University community.

### **Confidentiality**

Health records are treated confidentially. No information, confirmation, or denial, about HIV/AIDS, COVID-19, Meningitis, or any other infectious disease status will be provided to anyone, including families, or any member of the University community without appropriate permission from the student. University officials, in the event of a Public Health Emergency, may have the authority to share information in good faith for the safety of the community. Any other breach of confidentiality by a University employee could result in employee action.

## **Medical Withdrawals**

Enrolled students who become incapacitated by unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long-term treatment may wish to consider a medical withdrawal from the University. Please email [studentaffairs@bellarmine.edu](mailto:studentaffairs@bellarmine.edu) for more information on medical withdrawals.

## **Emergency Messages**

If a student needs to receive an emergency telephone message, it should be directed to the Office of Public Safety and Transportation at 502.272.7777.

## **OFFICE OF PUBLIC SAFETY AND TRANSPORTATION**

The Office of Public Safety and Transportation is located on the ground floor of Centro, Treece Hall CNTH-054. To contact a Public Safety Officer, call 502.272.7777 or dial ext. 7777 when on campus. The staff members in the Office of Public Safety and Transportation undergo annual training to maintain and upgrade their skills. All full-time staff have been trained in emergency medical procedures and CPR. They conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day. On campus, the officers enforce university policies outlined in the Student Handbook. They also work very closely with local emergency service agencies, state, and federal agencies assisting with incidents that may occur on and off-campus.

Students, faculty, and staff members 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 public may attend cultural and recreational events on campus, with their access limited only to the facilities in which these events are held.

The University's Office of Public Safety and Transportation 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 in on campus buildings by students or employees; however, Kentucky state law allows individuals to possess such weapons in a factory-original compartment of their personal vehicle only. Intentional use, possession, or sale of illegal drugs, firearms or other dangerous weapons by students is strictly forbidden and is a violation of the student Code of Student Conduct. Please see Weapons Policy below in this Handbook for more information.

Public Safety Officers are on duty 24 hours a day, 7 days a week. They also utilize video monitors which are connected to cameras located throughout the campus in public access or circulation areas. The Office of Public Safety and Transportation is staffed by an officer 24 hours a day. When there is an emergency that requires additional support, such as the Louisville Metro Fire Department, officers will make the call. Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, or staff to the Office of Public Safety and Transportation by dialing campus extension 7777 or by calling 911. Upon receipt of the call, a Public Safety Officer will respond. Public Safety Officers prepare and submit Incident Reports that are filed in the Office of Public Safety and Transportation.

The Office of Public Safety and Transportation provides information each year on topics including active aggressor, personal safety, situational awareness, and crime prevention. Information on safety and security is provided to students, faculty, and staff regularly through on-line presentations, in-person presentations, e-mails, and other opportunities such as through the Rave notification system, and the Guardian app.

There are emergency blue light phones located throughout campus that provide direct communication with Bellarmine Public Safety. The Office of Public Safety and Transportation provides the availability of a dusk-to-dawn transportation service around the campus. Call them to request transportation. Download the Rave Guardian app to have direct text and cell connectivity with Public Safety for all your Public Safety needs. The Guardian app has a safety timer for walking across campus if you feel unsafe, a chat option to chat with Public Safety, Public Safety sections on parking, active aggressor, and a phone directory. Rave Guardian is a great campus resource. [To schedule free coverage of an campus event please email [Debbie Hash dhash2@bellarmine.edu](mailto:Debbie.Hash.dhash2@bellarmine.edu) Scheduling should be done at least 2 weeks in advance of your event.]

## **Security in the Residence halls**

All residence life staff members undergo training in promoting residence hall safety and security policies. Special security procedures are in effect for students during low

occupancy periods. If you find yourself locked out of your room, you should call the Office of Residence Life at 502.272.7272 to assist you in entering your room. If it is between 7:00 p.m. and midnight, visit the RA on duty at the desk in the building. If it is after midnight, you should call the Office of Public Safety and Transportation at 502.272.7777.

### **The Student's Safety and Security Responsibility**

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, although the campus is well-lit, students may feel more comfortable traveling in pairs or using the Office of Public Safety and Transportation's service at night. Residence hall room doors should be kept locked when the room is unoccupied. Bicycles should be secured in the bicycle rack with a sturdy lock; the U-Lock is highly recommended. If you live on campus, check with Residence Life staff regarding the U-Lock bicycle program regarding a U-Lock. If the student is a commuter, check with Public Safety regarding the U-Lock bicycle program. Students with cars should keep their vehicles locked at all times; valuables should be locked in the trunk. Students should report any suspicious-looking individuals and any unusual incidents to a Public Safety Officer immediately.

### **Missing Student Notification Procedures**

Students are responsible for updating their emergency contact and their missing persons contact annually. Students can update this information by logging in to their experience.bellarmine.edu account, clicking on Self Service, and using the drop-down menu under their username in the top right corner of the screen. Individuals who believe a residential student to be missing should contact the Office of Public Safety and Transportation at 502.272.7777 to complete a missing person report. Upon notification that a student is missing, the Office of Public Safety and Transportation will investigate to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more, the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. If the student does not have a designated contact person, the LMPD will be contacted by the Office of Public Safety and Transportation no later than 24 hours after the student has been determined missing. If the student is under 18, parents or guardians serve as the designated contact and will be notified by the Vice President of Student Affairs or a designee that the student has been missing for 24 hours or more.

### **Lost and Found**

Property found by guests and members of the Bellarmine community

may be turned in at any time to Lost and Found in the Office of Public Safety and Transportation, Room CNTH-054 on the ground floor of Centro, Treece Hall. If you have any questions, please call 502.272.7777 or email security@bellarmine.edu.

### **Weapons Policy**

Firearms and other dangerous weapons are prohibited in University buildings and on the university grounds unless secured in a personal vehicle. The university policy also includes any item that can be perceived as threatening including replica or toys that resemble weapons. Notwithstanding the University's general policy, individuals are permitted to possess firearms, ammunition, and deadly weapons in a factory-original compartment of their personal vehicle consistent with Kentucky law.

### **Imminent Danger/Unreasonable Risk**

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

### **Automated External Defibrillator (AED) Locations on Campus**

An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm. Bellarmine has many AEDs on campus to address potential emergency situations, and trained staff to use AEDs when necessary. AEDs are kept in the following areas on campus:

- Centro Building
- SuRF Center
- Frazier Hall
- Knights Hall
- Miles Hall
- Pasteur Hall
- Allen Hall
- Flynn Building
- Anniversary Hall
- Petrik Hall

- Siena Primo
- Siena Terzo
- Kennedy/Newman
- Public Safety & Transportation vehicles
- Softball & Baseball Dugouts

### **Naloxone (Narcan) Kit Locations on Campus**

Naloxone is a medication approved by the Food and Drug Administration (FDA) designed to rapidly reverse opioid overdose. Bellarmine has many Narcan kits on campus to address potential emergency situations, and trained staff to administer Naloxone if necessary. Narcan kits are kept in the following areas on campus:

- Centro Building
- Knights Hall
- Newman Hall
- Petrik Hall
- Anniversary Hall
- Siena Primo
- Siena Terzo
- Siena Quarto
- Public Safety EMT kit and Public Safety vehicle

### **Parking**

The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. For a full guide to Parking on campus, please reference the Parking guide at the end of this publication.

### **Active Aggressor/Self-Defense Training**

The Office of Public Safety and Transportation will present Active Aggressor and Basic Self-Defense Training Sessions during the school year. The Office of Public Safety and Transportation welcomes any opportunity to provide preparedness training and self-defense training. If you have an opportunity for us to present or have any questions, please contact Public Safety at 502-272-7777. Access a training video and other information at [www.bellarmino.edu/security/active-aggressor-information](http://www.bellarmino.edu/security/active-aggressor-information).

### **Office of Public Safety and Transportation Service**

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

### **RAVE Guardian Mobile Safety Application**

Bellarmino University offers access to a mobile smart phone

application called RAVE Guardian. Students, faculty, and staff may send electronic concerns via text messaging to the Office of Public Safety. The safety app includes features such as Go Safe (a virtual safe walk component), a safety map, emergency calling, and a virtual tip line. Concerns related to personal safety, sexual assault, alcohol and/or drug abuse, mental health, and suspicious activity may be sent directly to the Office of Public Safety and Transportation via the app. Questions about the mobile app may be directed to the Office of Public Safety and Transportation at 502.272.7777.

### **Emergency Notification Service**

Bellarmino provides an emergency text-messaging system to all members of its community. The purpose of this system is to quickly alert you to emergency situations on campus as well as weather-related school announcements. The goal of this system is to provide meaningful alerts regarding urgent situations, so the University strongly encourages participation in this system. This system will send school-closing or emergency information to you in three ways: by text message to your cell phone; by e-mail to your Bellarmine account; and by posting a notification on the home page of [www.bellarmino.edu](http://www.bellarmino.edu).

The safety of the Bellarmine community is very important. If the student is aware of behaviors/conditions that may be harmful to others, they should notify the Office of Public Safety and Transportation (502.272.7777). Use One Bellarmine ([one.bellarmino.edu](http://one.bellarmino.edu)) to register for this service. If you encounter any issues or have any questions about the registration process, please contact the Technology Support Center at 502.272.8301 for assistance.

### **Emergency (“Blue”) Phones**

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

- Lot 3: Alumni Way Lot outside of Brown Activities Center
- Quad outside Alumni Hall
- Outside of Flynn Building
- Lot 11: Siena Lot outside of Siena Quarto
- Lot 11: Siena Lot behind Kennedy/Newman Hall
- Lot 1: Bellarmine Lot
- Next to Anniversary Hall by softball field
- On the right side of Knights Hall facing the front of the building
- Rear of Knights Hall
- Rear of the SuRF Center

- Nolen C. Allen Hall parking lot

### **Shuttle Service**

The University provides shuttle service for all students, faculty, and staff. The dates and times of the shuttle service are posted on the Public Safety website <https://www.bellarmino.edu/security/shuttlebus/> as well as on benches at pick up and drop off points at Anniversary Hall, Petrik Hall, in the Franciscan Circle, Allen Hall, and the Flynn Building. The shuttle is accessible. Shuttle service is subject to change according to class schedules, so it is important to check the website and transportation’s apps. Additional information regarding direct shuttle service, campus-wide shuttles, and transportation to specific locations is available on the website or you can call 502.272.7777.

### **Ride Systems**

Ride Systems is equipped with a GPS, which is located in the shuttle, and an app that can be downloaded on your phone. The app informs the Bellarmine community of the shuttles location while driving on campus. If the driver has to go off their normal route, the app will update the time the shuttle will be at the next stop. Please follow the steps below to download the app on your phone.

#### **Shuttle Tracking Steps**

1. Download the Ride Systems App (Blue background with a bus icon)
2. Select “Bellarmine University” from the list
3. “Take a Tour” to become familiar with the app
4. Begin tracking the shuttles!

## **NON-ACADEMIC POLICIES**

The Bellarmine Community acknowledges the existence of both rights and responsibilities of each student. The staff, faculty, and student leadership are committed to personal and academic excellence. Student community members are individually and collectively responsible for their behavior and fully accountable for their actions both on and off campus.

Any student, faculty, or professional staff member may submit a report against any person believed to be in violation of any University regulation or policy. All charges are to be filed with the Dean of Students (502.272.7150) or the Office of Public Safety and Transportation (502.272.7777).

## **ROOM RESERVATION REQUESTS**

Students and Registered Student Organizations (RSOs) can request space for meetings and events through the Student Activities Center online by submitting an event request on Engage, Bellarmine’s event platform, or by calling 502.272.7115. To rent a space for a personal special event, meeting, etc., contact the Office of Special Events at 502.272.8406.

## **OUTDOOR ACTIVITIES ON CAMPUS**

Due to risk of physical harm to others and University property, throwing/hitting such items as frisbees, snowballs, footballs, practicing with athletic equipment and softballs/baseballs are only permitted in the play fields located on Newburg Road, the grassy areas beside Anniversary Hall, or in the University Quad. Such activities are not permitted near academic buildings where a person or building may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Sledding and skateboarding are not allowed on any campus property. Motorized scooters are not permitted on pedestrian walkways (which includes the quad) or on grassed areas. Any outside activities that utilize amplified sound or stadium lights must end by 10:00 p.m. Sunday-Thursday and by 11:00 p.m. on Friday and Saturday.

## **STUDENT TRAVEL AND TRANSPORTATION POLICY**

University related or sponsored student travel must be registered through Engage and approved by the Student Activities Center.

## **EVENT PROMOTION AND POSTING POLICY**

The publicizing of events or programs is a necessary part of ensuring the success of functions. The University has designated areas in all buildings for groups and organizations to post these notices. Announcements of general interest to the student body of the University by Registered 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. If the Student Activities Center does not approve a posting, recommendations will be provided to update the posting and the student or organization may resubmit.

The following are the posting regulations:

### **General Publicity and Promotional Materials**

- Publicity materials must be in alignment with Bellarmine's marketing and communication guidelines, which require additional approval for designs which utilize brands or logos affiliated with Bellarmine University or Bellarmine Athletics. The Student Activities Center will submit these designs for approval on students' behalf, this approval process may add a few days to the ordering timeline. Registered Student Organizations proposed design should be uploaded into Engage via the purchase request form in the organization's portal.
- Publicity materials for recognized student organization events will not be approved until an event registration form is completed in Engage.
- Posters and notices must clearly state the official name of the sponsoring organization or department.
- Chalk writing/drawing/window decorating is permitted but must be approved by the Student Activities Center at least 1 week in advance. Chalking is permitted on sidewalks only (not on walls, buildings, etc.) in order to advertise an approved event. The chalking must be removed prior to noon on the day following the event.
- Hanging banners and large signs are only allowed in certain locations on campus. Contact the Student Activities Center for approval and to arrange the hanging of your banner on campus.
- Displays and materials that have been approved by the Student Activities Center may remain up for a maximum of 24 hours, unless otherwise authorized. A student representative must be present with the display at all times during this period. Failure to remove materials may result in items being discarded. Please see full Protest and Demonstration Policy below for more information on displays.

### **Bulletin Boards and Postings**

Departmental bulletin boards are the responsibility of those University Departments. Permission to post on these boards is granted by those individual departments. Classroom bulletin boards are to be monitored and maintained by the appropriate

faculty and deans of those individual classrooms. Postings in the residence halls must be stamped by the Student Activities Center and will then be submitted for approval and posted by Residence Life. All other posters and signs must be approved by the Student Activities Center. If a posting is not approved, notes from the Student Activities Center will be provided to update the posting so the posting can be adjusted and resubmitted for approval.

- All approved postings will be stamped and will include an expiration date. All flyers posted without stamped approval will be removed and discarded.
- All postings will expire within two weeks unless special permission is granted by the Student Activities Center.
- No postings can be made on doors or windows. Postings on walls must use painter's tape. Flyers or notices may not be placed on vehicles parked on campus.
- All poster content and graphics should be in alignment with University guidelines and mission.
- Only one of each poster or flyer per bulletin board is allowed, and postings are not to be hung over other postings.
- All postings on electronic media must abide by the Technology Policy at <https://aka.bellarmino.edu/technology-policy>.

Any postings in violation of these rules will be removed and discarded. Repeated violations may include disciplinary action or suspension of privileges. Any questions regarding general posting should be directed to the Student Activities Center at 502.272.7115.

## ***RAFFLES & OTHER CHARITABLE GAMING ACTIVITIES***

Bellarmino does not have a Charitable Gaming License, meaning students, student organizations, academic units, and University departments may not host raffles, 50/50's, or other games of chance. If an organization chooses to participate in a charitable gaming activity, they may face suspension from holding events on campus for up to one year.

## **EXPRESSIVE ACTIVITY: PROTEST, DEMONSTRATION, TABLING, & DISPLAY GUIDELINES**

One of Bellarmine University's greatest influences, Thomas Merton, taught that contemplation would send us toward action for the good of the world, especially for those on the margins whose voices are often unheard. Inspired by this concept of faith moving communities toward action for the common good, a Catholic University is an ideal gathering place for peaceful assembly, which calls attention to injustice and encourages social activism. Such expressive activity calls us to question, to study, and to learn so that we might participate in changing the world for good. In this spirit, this policy is applied in a viewpoint neutral manner, meaning, Bellarmine University does not give preference to any viewpoint when applying this policy. This policy statement provides direction for those who wish to organize expressive activities. Demonstrations, protests, tabling, and displays are forms of expressive activity.

Bellarmino is not a public institution and accordingly may govern the expressive activities in its community in-line with its mission and values and is not required to comply with the First Amendment to the U.S. Constitution or its Kentucky equivalent.

For the purposes of this policy, below are definitions of different forms of assembly that may occur on campus.

### **Demonstration or Protest:**

Demonstrations and protests are public meetings or marches expressing objection to something or expressing specific views on an issue. Demonstration and protest locations on campus will be determined in conjunction with the Expressive Activity Review Committee, made up of faculty, staff, and student representatives, and RSO/Bellarmino affiliated person(s) sponsoring the event. Demonstrations and protests must be peaceful, organized, and not impede the activities and operations of the university community. Demonstration materials should be approved by the Expressive Activities Review Committee in tandem with the Director of Student Activities.

**Tabling:** Tabling allows for conversations with campus constituents in an informal manner. Tabling events that express

a specific political view or belief, once approved, will take place on the 1<sup>st</sup> floor of Centro in the designated area across from Café Ogle. Tabling includes distributing approved flyers, brochures, and other materials that are approved by the Expressive Activities Review Committee.

**Display:** Displays offer the opportunity to present a visual statement to the campus community. An organization member must be present with the display. Displays may be assembled in front of the exploded cube sculpture. Displays may be up for no more than 24 hours and, and all content must be approved by the Expressive Activities Review Committee.

### **Guidelines for Organized Expressive Activity:**

- All protests, counterprotests, demonstrations, tabling, and displays should be non-violent and reflect the Community Standards and University mission and values. Organizers agree to follow the process outlined below.

- Only members of the University community may organize or lead a protest, demonstration, tabling, or display on campus. Any group wishing to participate in a protest, demonstration, tabling, or display on the Bellarmine campus that is not affiliated with Bellarmine University must be sponsored by a Bellarmine student group, faculty, or staff member. The organizing or sponsoring party must be present during the protest or demonstration. Bellarmine community members are responsible for their guests' behavior.
- Protests, demonstrations, tabling, and displays must respect and preserve University property, facility cleanliness and appearance, and structural integrity. Continued occupation or blocking of buildings, structures, or premises is prohibited. Protests and demonstrations must adhere to building and area opening and closing times. Encampments are prohibited.
- No damage may be done to property including but not limited to buildings, trees, grass, or sprinkler systems. The sponsoring organization is responsible for costs associated with any damage(s). If no sponsoring organization is identified, or the sponsoring organization lacks the resources to pay the full amount of any costs, individual participants will be responsible for such costs.
- All associated materials should be removed immediately following the protest, demonstration, tabling, or display. Bellarmine prohibits unauthorized use or possession of firearms or dangerous weapons, fireworks, or incendiary, dangerous, or noxious devices or materials, including but not limited to torches or setting a fire.
- Student affairs staff members, and/or Public Safety personnel, may be present during student protests, counterprotests, demonstrations, tabling, or displays to provide support for students involved.
- In instances of a counter-protest, demonstration, tabling, or displays the University will work with the organizing party to accommodate a separate yet comparable space, using the same planning process and guidelines.
- The University reserves the right to enforce time, place, and manner restrictions, including but not limited to:
  - Time: Amplified sound is limited to certain hours and cannot be disruptive to academic processes or residential environments.
  - Place: Posting information in university buildings and grounds is limited to designated areas.
- Manner: Expressive activities may not block the entryways and exits of university venues. In addition, individuals may not create a disruption during an approved activity to the extent that it is difficult to hear those organizing the event.
- The University agrees to continue a working group of professionals dedicated to partnership and research regarding campus assembly. This group will consist of the Director of Student Activities, at least two faculty members, at least two staff members, and a student representative.
- Any conduct prohibited by the Student Code of Conduct <https://www.bellarmino.edu/studentaffairs/dean/is> prohibited by this policy as well.

### **Process for planning a Protest, Demonstration, Tabling, or Display:**

*Expressive Events sponsored by a Registered Student Organization (RSO)*  
Members of a RSO interested in sponsoring an organized expressive activity must have more than 50% of RSO support to use the RSO name for sponsorship. RSO members should be prepared to provide evidence of this support level. If less than 50%, the protest, demonstration, display, or tabling must be sponsored by individual students. If the RSO is sponsoring the submission, the Engage form must include approval by the RSO's advisor, and the RSO should establish check-in points with the advisor to discuss the process and planning of the event. RSOs must request to reserve space (including the Quad) by submitting an Event Request on Engage and indicate it falls under Expressive Activity. This form should be submitted in as much time as possible before the event is scheduled to occur. The information submitted will be reviewed by the Director of Student Activities. RSOs will receive a request to meet with the Director or a designee within one week of submitting this request. If partnering with an off-campus group, a leader from that group may be asked to be present during the meeting.

*Expressive Events sponsored by a campus individual or groups of individuals outside of a Registered Student Organization (RSO)*

Members of the Bellarmine community wanting to assemble around a particular issue but are not sponsored by an RSO should email [sac@bellarmine.edu](mailto:sac@bellarmine.edu). In the email, please provide specific information about topic, time, date, group organizing. A staff member will then respond if further information is needed. The approval process will be consistent with the RSO process outlined above.

### **Protest, Demonstration, Tabling, and Display Event Form Instructions:**

The information you submit will be reviewed by the Director of Student Activities. You will receive a request to meet with the Director within five working days of submitting this request. If partnering with an off-campus group a leader from that group will be asked to be present during the meeting.

If an RSO is sponsoring the submission the Engage form must include approval by the RSO's advisor.

### **How to Submit a Request to Hold a Protest, Demonstration, Tabling, or Display**

1. Go to your organization's Engage page and click manage

organization.

2. Click events.
3. Create a new event.
4. Once you have filled out the first four pages, select continue to custom fields.
5. Select Registered student organization.
6. Fill out this page and make sure to click "YES" to the question asking if the event will be of political or partisan nature.
7. This will take you to our specific questions on protests and demonstrations.
8. Within a week of the event submission, a member of the Student Activities Center will reach out to schedule a meeting with the RSO to discuss event specifics, the goal of the event, and talk through the requirements and procedures.

### **Appeal Procedure in the Event a Request is Denied or Not Ruled Upon**

- First, meet with the Director of Student Activities to discuss the matter to resolve the appeal informally. If no informal resolution is reached, the RSO or individual(s) may submit a written appeal statement that includes the specific grounds for appeal, supporting documentation, and other relevant information as soon as possible but within two (2) weeks of notification of the denial. The appeal should be emailed directly to the Executive Director of Experiential Learning.

Appeals are limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter; and
  - B. New information that was not reasonably available at the time the decision was made that could affect the outcome of the matter.
- Upon receipt, the Executive Director of Experiential Learning will notify the Student Activities Review & Appeals Committee Chair to request a statement of response from the Expressive Activities Review Committee and the Director of Student Activities.
  - The Non-Academic Grievance Chair will convene the committee for review of the appeal utilizing procedures outlined in the Non-Academic Grievance policy. The committee is made up of two faculty/staff and two student members. Members of the Non-Academic Grievance Committee pool will be utilized. The committee will review the appeal and decide whether the assembly event may proceed.

- Upon receipt, Executive Director of Experiential Learning for Student Affairs will notify the Student Activities Review & Appeals Committee Chair within three (3) business days and request a statement of response from the RSO Affairs Committee and/or the Director of Student Activities.
- The appeals committee chair will convene the committee for review of the appeal. The committee is made up of three full-time faculty and/or staff members and two student members. The AVP for Student Affairs will identify these individuals at the beginning of each academic year. The committee will review the appeal and render a written decision as to whether the assembly event may proceed.

### **Expectation of Adherence to Policies**

Bellarmino University will not allow behavior or conduct on its premises to interrupt the function of the University. Persons engaging in disruptive or obstructive behavior or unauthorized interruption that violates the Code of Student Conduct, above guidelines, or creates a hostile environment will be subject to the conduct process as outlined in the Student Handbook. A hostile environment is defined as a setting that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive. Bellarmine University will not tolerate any act of unlawful discrimination based on age, gender (including pregnancy related conditions), sexual orientation, race, disability (whether actual or perceived by others), color, religion, and national/ethnic origin, military status or military obligations, genetic information, or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.

For additional information or questions, contact the Student Activities Center, at [sac@bellarmine.edu](mailto:sac@bellarmine.edu) or 502.272.7725.

## **MANDATORY RISK ASSESSMENT**

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

The student may be required to undergo an assessment with a health care professional(s) designated by the University within 24 a specified period of time. The purpose of this assessment is to ascertain the level of potential harm that the student's conduct, actions and/or statements pose to the safety of themselves or others. At the assessment the student may be asked to sign a release to allow the healthcare professional conducting the assessment to communicate the findings to stakeholders in the campus community. The student's parents/guardians may also be notified of the decision to require a mandatory assessment, as appropriate.

## **INVOLUNTARY WITHDRAWALS**

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

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

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

The Dean of Students or designee will notify the student in writing of the decision within three (3) business days of the hearing. Students may appeal this decision. Appeals will be heard by the Committee on Student Appeals or a designee. This committee is composed of one (1) faculty member and two (2) staff members appointed by the Vice President of Student Affairs (VPSA). The Appeals Committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original hearing, including, but not limited to previous hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision in the matter. The VPSA will notify the appellant of the decision within three working days of receipt of the recommendation from the Appeals Committee.

In considering whether an involuntary withdrawal is required, an individualized and objective assessment will be undertaken to determine: 1) the nature, duration and severity of the risk; 2) the probability that injury will occur; and 3) whether reasonable modifications of policies, practices or procedures can mitigate the risk. The decision will be based on a reasonable medical judgment, relying on the most current medical knowledge or the best available objective evidence. This Involuntary Withdrawal Policy shall be applied to all students who engage in behavior or conduct which poses a significant threat to the health or safety of others, regardless of whether the student has a disability or is perceived as having a disability.

### **Conditions for Re-enrollment after Involuntary Withdrawal**

Because involuntary withdrawal applies to cases in which there is a concern about the health or safety of others in the community, the Dean of Students and/or their designee may require a student to provide evidence that their conduct no longer poses a significant risk to the health or safety of others in the community. This may include requiring a student to be evaluated or re-evaluated by a health care or mental health professional. A student seeking readmission must submit to the Dean of Students a written request for readmission and any requested documentation from health care or mental health provider(s) indicating the readiness to return. The student may be asked to meet with the University Counseling Center and/or the Office of Office of Health Services prior to approval. Once approved for readmission by the Dean of Students and/ or their designee, the student must reapply with the University Admissions Office.

## **ADJUSTMENTS & REFUNDS OF TUITION DUE TO INVOLUNTARY WITHDRAWAL**

For questions about tuition adjustments and refunds, contact the Office of Student Accounts at . Students who withdraw from any or all of the courses that they had registered to take may be entitled to an adjustment of the amount of tuition charged according to the refund schedule published in that semester's Class Schedule. The amount of the reduction is contingent on the following factors:

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

### **Institutional Financial Aid Refund Policy**

When a student has institutional financial aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, students are eligible to keep the same percentage of institutional financial aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs. Please see the Office of Student Accounts and the Financial Aid Office before withdrawing from the semester in order to discuss your financial obligations after federal, state and institutional aid policies.

### **Tuition Refund Policy & Tuition Insurance**

Schedules differ for a complete withdrawal from the University versus dropping and adding individual classes. Fees are not refundable after the start of the semester/first day of class.

Complete withdrawal from the University

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

Refer to the academic calendar or student accounts webpage at [experience.bellarmino.edu](http://experience.bellarmino.edu) for the published refund dates for the current semester. Refunds for alternative class schedules will be prorated. The schedule above does not apply to summer courses.

Bellarmino University offers a tuition insurance policy through our third-party partner, GradGuard, to cover the unexpected withdrawal costs due to serious illness or injury, mental health conditions, chronic illness, death of a tuition payer, and loss of

employment of parent or other tuition payer. You may purchase this protection either on the One Payment Gateway or direct from GradGuard at [gradguard.com](http://gradguard.com). We encourage students to review this insurance program. Due to Return to Title IV (R2T4) federal aid return policies as well as state aid return policies, many times a student who withdraws during the semester may end up owing a much greater balance due to the University than if they were to remain enrolled.

### **Adjusting classes within the University (drop/add)**

- Individual classes can be added and dropped through the first five days of the semester with a full refund of tuition and fees.
- Students may change from full-time to part-time status with full tuition refund through the fifth day of class of each semester.
- There is a 50% tuition refund through the sixth week of the semester. Information provided above can be found in the academic calendar or the Office of Student Accounts webpage each year at <https://www.bellarmino.edu/finance/office-of-student-accounts/>. Refunds for alternative class schedules will be prorated. The schedule above does not apply to summer courses (see academic calendar for summer term refund dates).

## **MISCELLANEOUS BILLING POLICIES**

### **Overload & Approval Policy**

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

### **Audit Policy**

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

### **Veterans Benefits**

Students who wish to use their education benefits through

Veterans Affairs, while attending Bellarmine University, are supported by the Bellarmine University Office of Military & Veteran Services, located in the Library, Rm BL209. You may email [veteransandmilitary@bellarmine.edu](mailto:veteransandmilitary@bellarmine.edu) or call 502.272.7027, with any questions.

### **Locked Rates**

Certain programs may offer locked in tuition rates. These programs allow students to pay the tuition rate in effect at the

time they begin the program until graduation, so long as the student maintains current enrollment in the program. Current enrollment is defined as breaks no greater than two consecutive semesters (summer, fall or spring).

### **Graduation**

Students are subject to an additional graduation fee and are charged this fee during their last semester before graduation. This is a mandatory fee that covers additional costs associated with graduation including, but not limited to, the manufacturing of the diploma, senior week activities, and the commencement ceremony. This fee is assessed regardless of the student's decision to participate in the activities related to graduation.

## ***GENDER IDENTITY INCLUSION***

### **Gender Inclusive Restrooms**

A list of gender inclusive, single person restrooms can be found at <https://www.bellarmino.edu/studentaffairs/gender-inclusive-restrooms/>. Most buildings on campus, have at least one gender inclusive restroom. For questions about gender inclusive restrooms, please contact the Office of Identity and Inclusion at [oi@bellarmine.edu](mailto:oi@bellarmine.edu).

### **Gender Identity and Pronouns**

Students may select pronouns to be displayed on class rosters. Pronouns are viewable to faculty and staff members of the Bellarmine community. If no pronoun has been selected, pronouns will not be displayed. Gender identity is not displayed on class rosters. A student wishing to select pronouns may do so by visiting the self-service page at [experience.bellarmino.edu](http://experience.bellarmino.edu). After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Students may contact the Registrar's Office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating pronouns and/or gender identity in self-service, as well as adjusting chosen or legal names. For support or additional resources regarding gender identity contact the Office of Identity and Inclusion at 502.272.7304.

## ***PREGNANT & PARENTING STUDENT INCLUSION***

Bellarmino is committed to creating and maintaining a community

where all individuals experience freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Bellarmino hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy related conditions, and new parents. Under the Department of Education's Title IX regulations, appropriate treatment of a pregnant student includes granting the student leave for a period of time as deemed medically necessary by the student's physician. Students should be treated by Bellarmine in the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments, tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date should all be employed within reasonable means of the University. To the extent possible, Bellarmine will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave. The Chief Title IX Officer or designee has the authority to determine that such adjustments are necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

Students experiencing pregnancy related health complications such as gestational diabetes, need for bed rest, pregnancy induced hypertension, postpartum depression, mastitis, loss of pregnancy, severe morning sickness, or other conditions can seek additional accommodations in compliance with ADA. Should a student wish to pursue support based on pregnancy-related health complications, they would initiate this process by reaching out to the Chief Title IX Officer.

Administrative responsibility for these adjustments lies with the Chief Title IX Officer, or designee who will maintain all appropriate documentation related to adjustments. In situations such as clinical rotations, performances, labs, and group work, Bellarmine will work with the student to devise an alternative path to completion, if possible. Students are encouraged to work with their faculty members and Bellarmine's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Chief Title IX Officer or designee will assist with plan development and implementation as needed.

This policy applies to all aspects of Bellarmine's program, including, but not limited to, admissions, educational programs

and

activities and employment policies.

### **Definitions**

- a. Caretaking: Caring and providing for the needs of a dependent child.
- b. Medical Necessity: A determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interest.
- c. Parenting: the raising of a child by the child's parents in the reasonably immediate post-partum period.
- d. Pregnancy and Pregnancy-Related Conditions: Includes (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
- e. Pregnancy Discrimination: Includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or adjustments.
- f. Pregnant Student/Birthparent: Refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
- g. Reasonable Adjustments: (For the purposes of this policy) changes in the academic environment or typical operations that enables pregnancy students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of Bellarmine.

### **Reasonable Adjustments of Students Affected by Pregnancy, Childbirth, or Related Conditions**

- a. Bellarmine and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to accommodations or reasonable adjustments so that they will not be disadvantaged in their courses of study or research and may seek assistance from the Chief Title IX Officer or designee.
- d. No artificial deadlines or time limitations will be imposed on requests for adjustments, but Bellarmine is limited in its

ability to impact or implement adjustments retroactively.

- e. Reasonable adjustments may include, but are not limited to:
  - i. Providing adjustments requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
  - ii. Making modifications to the physical environment (such as accessible seating);
  - iii. Providing mobility support;
  - iv. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  - v. Offering remote learning options when available;
  - vi. Excusing medically necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division);
  - vii. Granting leave per Bellarmine's medical leave policy or implementing incomplete grades for classes that will be resumed at a future date; or
  - viii. Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification of the essential elements of any academic program. Pregnant students cannot be forced into an alternative program or school against their wishes.

### **Modified Academic Responsibilities Policy for Parenting Students**

- a. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first four months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
- b. During the modification period, the student's academic requirements will be adjusted, and deadlines postponed as appropriate, in collaboration among the Chief Title IX Officer or designee, the student's academic advisor, and the appropriate academic department.
- c. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Chief Title IX Officer or designee to determine appropriate academic adjustments requests. The Chief Title

IX Officer or designee will communicate all requests under this policy to

the students' academic advisors and coordinate adjustment-related efforts with the advisors unless the students specifically requests that their advisors be excluded. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate once authorization is received from the Chief Title IX Officer or designee. If, for any- reason, care- taking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Chief Title IX Officer or designee as soon as possible, and the office will help facilitate needed adjustments and modifications.

- d. In timed degree, certification, or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension of up to two months (when available) to prepare for and take preliminary and qualifying examinations, and an extension of up to two months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by Bellarmine. Longer extensions may be granted in extenuating circumstances.
- e. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
- f. While receiving academic modifications, students will remain registered and retain benefits accordingly.

### **Leave of Absence**

- a. As long as students can maintain appropriate academic progress, faculty, staff, or other Bellarmine employees will not require them to take a leave of absence or withdraw from or limit their studies as a result of pregnancy, childbirth, or related conditions, but nothing in this policy requires the modification of the essential elements of any academic program.
- b. Enrolled students may elect to take a leave of absence for up to one year because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstance or medical necessity.
- c. Student taking a leave of absence under this policy will provide notice of the intent to take leave 30 calendar days prior to the initiative of leave or as soon as practical.
- d. Intermittent leave can be taken with the advance approval of the Chief Title IX Officer or designee and the students' academic department, when medically necessary.
- e. To the extent possible, Bellarmine will take reasonable steps to ensure that upon return from leave, students will

be reinstated to their program in the same status as when the leave began, with no tuition penalty.

- f. Continuation of students' scholarship, fellowship, or similar Bellarmine-sponsored funding during the leave term will depend on the students' registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Bellarmine supported funding by exercising their rights under this policy.

### **Student – Employee Leave**

- a. All student employees will be entitled to the protections of the Family and Medical Leave Act, regardless of whether they are also students, or hold post-doctoral status.
- b. Pregnancy and related conditions will be treated as any temporary disability for job purposes, including leave and benefits.

### **Retaliation and Harassment**

- a. Harassment of any member of the Bellarmine community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
- b. Faculty, staff, and other Bellarmine employees are prohibited from interfering with students' right to take leave, seek reasonable adjustment, or otherwise exercise their rights under this policy.
- c. Faculty, staff, and other Bellarmine employees are prohibited from retaliating against students for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because students request leave or adjustment, file a complaint, or otherwise exercise their rights under this policy.

## **HAZING POLICY - STUDENT ORGANIZATIONS**

### **1. Definition**

The University hazing policy follows as a fuller interpretation of statements regarding hazing in the Bellarmine University Code of Student Conduct, #13. Each "Selective Membership Organization" or "Non-Selective Membership Organization," by its affiliation with and/or chartering upon the Bellarmine campus, assures the University community that it will strictly abide by this basic commitment to human decency.

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

substances.



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

Acts of hazing are often based on non-constructive relational power differentials. This type of human interaction is not conducive to the mission of this University, nor does it protect human dignity. At Bellarmine, respect for the personal dignity and equality of each student, faculty, and staff member is of preeminent importance.

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

## 2. Requirement for Campus Organizations and Teams

In order to better facilitate a hazing-free environment, Selective Membership Organizations and Non-Selective Membership Organizations must follow this requirement: There shall be no activities during new member education, except constructive, educational, and inspirational programs that attempt to increase the person's knowledge of the organization and the person's self-worth or programs which result in materially better members, better public relations, and increased prestige of the organization. These activities must be carried out in a dignified manner

and must show proper respect for another person as an equal.

## 3. Responsibility

It is the responsibility of all individuals to report any instances of hazing of which they become aware to the Dean of Students Office either in person, by email, or through the Student Concern Report. All reports will be investigated. Groups and individuals can be charged with and sanctioned under the Bellarmine University Code of Student Conduct for hazing.

## ***MEDICAL AMNESTY POLICY***

When a student's health or safety are in jeopardy due to alcohol consumption or drug use, immediate medical attention should be sought by calling 911 or the Office of Public Safety and Transportation at 502.272.7777. Student welfare is a primary concern of Bellarmine University. The medical amnesty policy is in place in order to promote the health and safety of all Bellarmine University students, especially in situations involving medical risk from alcohol poisoning, drug overdose, and/or physical injury. Any student who calls 911, the Office of Public Safety and Transportation, or another campus resource seeking medical assistance for themselves or another student needing emergency attention may not be cited for an offense under the student Code of Student Conduct. Bellarmine University may not pursue conduct processes for the student needing the medical attention and the student calling for assistance. In lieu of participating in the conduct process the student(s) involved in the situation will be required to complete an educational program and may need to meet with University personnel. Parental notification may also be issued. Repeated incidents involving the same individual may result in a more escalated response on the part of the University.

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

## ***UNIVERSITY ALCOHOL POLICY***

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

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

### **Risks Associated with Alcohol and Drug Use**

All substance use poses some degree of health risk. The level of risk is dependent on the type of substance, frequency, and amount used; interactions with other medications/substances, and individual risk factors including family history, previous substance abuse history, and health conditions (e.g. depression, pregnancy, diabetes, heart disease).

### **Counseling and Treatment Resources**

- Bellarmine University Office of Health Services  
502.272.8493 or bellarmine.edu/studentaffairs/health-services
- Bellarmine University Counseling Center  
502.272.8480 or bellarmine.edu/studentaffairs/counselingcenter
- Alcoholics Anonymous  
502.582.1849 or louisvilleaa.org
- Jefferson Alcohol & Drug Abuse Center  
502.583.3951 or centerstoneky.org/jadac

### **Alcoholic Beverage Policy**

The following information and guidelines apply to all Bellarmine University students, friends, and guests attending events sponsored by the University. They have been established to provide for the growth of the individuals as persons and to provide for the preservation and enhancement of the environment and communities within which this growth occurs. Those who engage in substance abuse may be referred to appropriate internal and

external assistance programs. The University provides counseling and referral services to students through the Counseling Center. Information on this program can be picked up in the Counseling Center, 502.272.8480.

### **State and City Laws**

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

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

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

- It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess, or transport any alcoholic beverages.
- It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present themselves to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
- 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.
- 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.
- 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.
- It is illegal to operate or control a motor vehicle while under the influence of alcohol.
- It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
- It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts.

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.

educational resources and opportunities to change their behavior

## **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 Student Activities Center. 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, and informal gatherings that could be perceived or construed to be an official event of an organization, team, or other affinity group. 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. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.

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

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

- First offense – Warning and completion of GetInclusive Alcohol Sanction module within time frame allotted by Hearing Officer, and Substance Education Fund Fine of \$100. While Bellarmine University provides students

including

on their own, the Dean of Students or their designee may choose to notify parents/guardians\*, depending upon the severity of the offense.

- Second offense - Substance Education Fund fine of \$150 and Parental Notification\*
- Third offense - University Probation and Parental Notification\*
- Fourth offense - University Suspension

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

\*In accordance with the Family Educational Rights and Privacy Act (FERPA), 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 or higher.

## ***ALCOHOL POLICY FOR STUDENT EVENTS***

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

### **Legal and Responsible Use of Alcohol for Registered Student Organizations/Special Student Events**

The right to acquire, possess, and consume alcoholic beverages is limited by state laws that establish minimum drinking ages, drinking and driving laws, and public intoxication laws. The possession, sale, use or consumption of alcoholic beverages, while on or off campus or during an RSO sponsored event must be in compliance with all applicable laws of the state, province, county, city, and institution. Bellarmine University has also established policies on alcohol use on campus and off campus by student groups. It is incumbent on students, faculty, and staff to become knowledgeable regarding these policies for planning programs and events for a department or organization,

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. The executive board of an organization that wishes to sponsor an event where alcohol will be served must complete an educational program focused on harm reduction, understanding liability, and the necessary logistics for sponsoring the event prior to the event being approved. The President of the RSO and/or the advisor must sign an Acknowledgement and Review Statement indicating that alcohol guidelines have been reviewed with their membership. If a group does not meet the education requirement and documentation is not submitted at least two weeks prior to the event, no further events involving alcohol will be scheduled until the education requirement is met.

### **Event Notifications and Guidelines**

All RSOs must send appropriate prior notification to the Student Activities Center regarding events where alcohol will be served or consumed. The Event Request Form can be found on Engage. This form must indicate anticipated attendance at the event and planned safety and security protocols. The Event Request Form must be submitted a minimum of three weeks in advance of the event. Events may be cancelled or alcohol will not be permitted if notification is not given. Event Request Forms must be approved by at least one advisor. At least one advisor or University staff member must be present for the entire length of the event. Any organization holding an event where alcohol is served must have their promotional materials approved through the Student Activities Center. Promotional materials can contain the following wording: "Alcohol/Cashbar available if 21 years of age or older". The promotional materials for the event cannot contain beverage prices or contain phrases such as "all you can drink", "drink specials", etc. and should not emphasize or promote the consumption of alcohol as being a focus of the event. In accordance with the laws of the Commonwealth of Kentucky, no one under the age of 18 is allowed at an event where alcohol is furnished unless a Bellarmine ID is presented. Student groups, organizations, or clubs which sponsor an event where alcohol is sold/served may not use University funds including Student Budget funds (SBF) to purchase or provide alcoholic beverages for the event. SBF may be used for the payment of security, off-duty law enforcement, and/or medical services required to be at the event.

Alcohol served at the event is limited to beverages which do not exceed 15% ABV. Alcohol at the event must be served by a third-party vendor. The third-party vendor will be responsible

for confirming the identification and age of individuals prior to serving. Drinks will be served to individuals at the discretion of the third-party vendor; however, the University staff member and/or advisor on site may reserve the right to refuse service to anyone that is visibly intoxicated and/or under the influence of illegal substances. Event participants may not serve themselves or others alcoholic beverages. The third-party vendor must utilize trained bartenders for all events that are held in licensed facilities and/or that require a one-day license. All bartenders must be certified by programs such as T.I.P.S., Servsafe, or other alcohol server programs. The sponsoring organization must ensure that the serving of alcoholic beverages ceases at least one hour before the scheduled end of the event.

RSOs must submit documentation to the Student Activities Center from the third-party vendor verifying that their staff has been certified through one of those programs. This documentation must be submitted at least two weeks prior to the event.

A reasonable amount of free non-alcoholic beverages and accessible food must be made available to event attendees by the organization. Those attending events on or off-campus are prohibited from taking alcohol to or from the designated location/area of the event and those having their own containers are prohibited from entering an event with the container. A reasonable number of non-drinkers as determined by the Student Activities Center from the sponsoring organization must be designated to serve as monitors for the event. Monitors assist with making sure no one under the age of 21 is consuming alcoholic beverages; monitors also make sure non-alcoholic beverages and food are readily available and assist in obtaining a safe ride home for intoxicated individuals. The sponsoring organization is strongly encouraged to provide a means of transportation to and from the event for those individuals who are intoxicated.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid driver's license or other photo ID issued by a governmental agency stating that they are of age. The sponsoring organization must provide at least one Security officer on site to confirm the identification and age of those wishing to consume alcohol. Bellarmine University identification cards are not acceptable as proof of age. Wristbands will be applied immediately after proof of age is determined. The third-party vendor will be responsible for ensuring that only individuals with the appropriate wristband will be furnished with a drink and individuals consuming alcohol are not intoxicated.

### **Security Guidelines of Public Safety**

Sponsoring organizations must make arrangements to have

security officials at their event. Contact the Student Activities

Center for a list of approved security officials. The sponsoring organization is responsible for payment of all security officers. There must be one security officer for every 100 persons in attendance. The advisor of the RSO and an officer or event chair is to meet with the security agency for the event 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 sponsoring organization must report any incidents to the Director of Student Activities.

### **Responsibility and Liability**

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

Checklist for RSO events that are providing Alcoholic Beverages:

1. Have the proper campus officials been notified? Have you submitted an event request form through Engage?
2. Will any state laws or city ordinances be violated? If the answer is yes you should rearrange your plans to follow University, state laws and/or city ordinances.
3. Has your organization satisfied the education requirement?
4. Has documentation been submitted to the SAC verifying that the third-party vendor is certified through T.I.P.S., Servsafe or another reputable alcohol server program?
5. How will the organization/group officers maintain control over the function? Has security been acquired?
6. What alternative beverages and food are to be provided? Who is responsible for this?
7. Do you have a means of transportation available to and from the event to assist intoxicated individuals?

If you have any questions, you can contact the Student Activities Center at 502.272.7725.

### **Athletic Event Tailgating Policy**

The Bellarmine University tailgating guidelines promote safety, enhance positive on and off campus culture, and contribute to the athletic spectator experience.

- Individuals/students visiting campus/attending events at Bellarmine University should conduct themselves in a manner respectful of the nature and character of the

University mission. Individuals acting in a disruptive or disrespectful manner may be asked to leave the premises by local police or University officials.

- All events must be in compliance with the Bellarmine University Policy on Alcohol. Individuals under the age of 21 are prohibited from consuming alcohol and participants must abide by state and local laws and ordinances.
- Tailgate starts times are dependent upon venue open times but should start no earlier than 3 hours before the game and should cease prior to game time. Post-game tailgating is prohibited.
- Alcohol is restricted to beverages less than or equal to 15% ABV. Common sources of alcohol (i.e. kegs, punch, etc.), hard liquor and high proof spirits, and glass containers are also prohibited.
- Drinking games and other activities which encourage rapid consumption of alcohol are not permitted.
- Tents (10 x 10 or smaller) are allowed, but tent stakes are not allowed.
- Please clean up and recycle before exiting the tailgate areas. The area must be returned to the same condition it was when you arrived.
- No outside beverages or food may be brought into any University facility including off-campus athletic venues.
- Tailgating must occur only in designated tailgating area(s) and cannot impede traffic flow in parking lot. Questions should be directed to [sac@bellarmine.edu](mailto:sac@bellarmine.edu).

## ***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 student conduct process. Additionally, the misuse/abuse of legal substances may also be considered a violation of student conduct if deemed to be a significant risk to the well-being of the individual or others. Such conduct may entail probation, educational sanctions, fine, suspension or expulsion from the University and/or a requirement that the student enroll and actively participate in a drug counseling and rehabilitation program as a condition of continued enrollment or readmission. The University reserves the right to evict a residential student involved in any of the above-mentioned behaviors from its residence halls at any time during the academic year. These regulations are not substitutes for criminal sanctions provided

for by state and federal statutes.



## **Laws Concerning Illicit Drugs**

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

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

- The manufacture, sale, or delivery, holding, offering for sale, or possession of any controlled substance or drug paraphernalia.

The penalty for violation of these acts is based upon the nature or schedule of the drug involved and the weight of the substance.

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

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

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

A Schedule 2 narcotic is one that has a high potential for abuse and has a current medical use in treatment in the United States. Possession of a Schedule 2 narcotic for a first offense is a class A misdemeanor.

Trafficking in narcotics or marijuana within one thousand (1,000) yards of any school is a class D felony.

### **Drug Conviction & Financial Aid**

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

### **Possession of Drug Paraphernalia**

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

## **TOBACCO USE POLICY**

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

## **SOLICITATION**

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

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

## **TECHNOLOGY SERVICES & SUPPORT**

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. Bellarmine's 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. A major emphasis of Information Technology resources and services at Bellarmine is to ensure that students have access to the most appropriate, accurate, and reliable technology throughout campus.

Public computers are available across campus and most buildings have computer labs or computer equipment available for students to use. In addition, there is a wireless network across the campus and the Campus Library is equipped with laptops that students may check out for use in that facility.

Each student is given a Microsoft 365 account allowing access to email, collaboration applications, productivity applications, and digital storage space in the Microsoft cloud. Instruction on how to access these services is provided at many orientation sessions as well as at the Technology Support Center (TSC). Software or other systems that are specific to a curriculum are generally supported within the academic department.

Bellarmino recognizes that most students come to campus equipped with multiple computing devices. Students who engage in learning from home or the workplace will need to access University resources from off-campus via technology. Therefore, the TSC provides an on-campus infrastructure for connecting student-owned computing devices to campus networks, remote-access capability for connecting to most campus resources from off-campus, and support services for students using personally owned computers and devices.

Students living in residence halls at Bellarmine University have access to a dedicated network through connections in their room or through a wireless network.

### **Technology Support Center (TSC)**

The Technology Support Center is your one-stop shop for technology questions and issues. Assistance is provided in person (appointments preferred), online, and over the telephone. The TSC is located on Level A of the W.L. Lyons Brown Library and staff members are available to meet computing and technology needs, including user account information, email and One Drive assistance, hardware assistance, internet access, and general troubleshooting. The TSC may be reached by phone at 502.272.8301 or by email at [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu). For current hours, please check the TSC website at: [https://www.bellarmino.edu/TSC/Hours\\_and\\_Location](https://www.bellarmino.edu/TSC/Hours_and_Location)

### **ID Cards**

All Bellarmine University students are required to have a valid Bellarmine ID card. ID cards must be updated annually. University policy requires students to carry their ID card with them at all times on campus and to submit their ID card to any University official upon request. The ID card is also needed for certain meal plans, admittance to all student-sponsored events and activities, checking out books or laptops from the library, and to utilize the Sport, Recreation & Fitness (SuRF) center. The ID card may allow the student free admittance to some University sporting events; contact athletics for more information.

### **Technical Literacy**

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

### **Technology Spaces**

Bellarmino has been intentional about creating technical spaces around campus for students to use technology. Bellarmine maintains multiple high-speed connections to the internet. The campus is also outfitted with a solid wireless network blanketing most buildings on campus as well as many outdoor spaces. There are also several networks provided over the wireless system, allowing for simple access to the internet or more secure access to private resources. All classrooms across campus contain technology intended to facilitate teaching and learning. At a minimum, classrooms have access to wireless networking and there is a digital projection system in the space. There are more advanced classroom spaces on campus and the technology in those rooms is largely driven from program need. Noteworthy differentiations are mentioned in the specific buildings below.

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

The W.L. Lyons Brown Library has a welcoming, flexible space for studying. The W.L. Lyons Brown Library is equipped with

hundreds of Bellarmine network connections, high-capacity wireless networks, and public computers, all intended to al-

low students various ways to access the Bellarmine network and online resources. The following computing resources are available with the library:

- Public computers in the library are available when the building is open
- There is a dedicated 24-Hour Study Room, which is open on the weekend and houses several public computers
- Multiple locations throughout the library contain both public computers and wired network ports
- Laptops, funded by SGA, are available for checkout at the Circulation Desk for use both on and off campus

### **Centro Hall (Horrigan Hall/Treece Hall/McGowan Hall)**

- Public computers in Treece Hall are available when the building is open
- Lab computers in CNHH-015 are available daily when not being used for classes

### **George G. Brown Center**

- Lab computers in the Mac Lab, GBCH-207, are available for students when they are not being used for classes
- A “One Button Studio” exists in this space to allow for ease of recording in a variety of media
- Public computers in the Student Lounge are available when building is open

### **Miles Hall**

- Public computers in Miles Hall Lounge are available when building is open
- Radiation Technology leverages an on campus VERT system which is a virtual environment of a radio-therapy treatment room; through 3D views and life size visualizations, VERT offers an excellent platform for supplying radiation therapy training to students, nurses and multidisciplinary team members
- Miles Hall hosts multiple Sim Labs where students are able to interact with patients in a simulated environment delivered through technology

### **Pasteur Hall**

- Lab computers in PAST-002 and PAST-106 are available

daily when not being used for classes, but are mathematics-oriented

### **Allen Hall**

- Four large classrooms intended to instruct large numbers of students are outfitted with technology that allows for flexibility in how technology can be leveraged as part of the instruction

### **Norton Art Building**

- Lab computers in the Mac Lab are available for students when they are not being used for classes

### **Residence halls**

- Computer labs located in residence halls are intended for use by residential students and are open 24 hours
- The Residence halls each feature an exclusive network for gaming to enhance the gaming experience

### **Student-Owned Computers and Devices**

Students are encouraged to bring their personal computers and approved devices to campus. Wireless network connectivity is provided in all Residence halls. Student computers must be equipped with Wireless Network capabilities in order to connect. To connect to the University network, the following requirements must be met:

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

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

## **TECHNOLOGY & INTERNET USAGE POLICY**

- Our Technology Policy can be found at <https://bellarmine.freshservice.com/support/solutions/articles/17000026711-technology-policy>
- Our Internet Usage Policy can be found at <https://bellarmine.freshservice.com/support/solutions/articles/17000026711-internet-usage-policy>

## **ILLEGAL FILE SHARING**

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

## **COMMUNITY STANDARDS & EXPECTATIONS**

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

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

The community conduct process is based on the concepts of fundamental fairness and reasonableness. This community is composed of all students, faculty, and staff members. When a member of the Bellarmine University community believes that the Community Standards and Obligations have been violated, the member may file a report through the proper channels. Incidents involving faculty members will be referred to the Provost. Incidents involving staff members will be referred to the Director of Human Resources. All incidents involving students will be referred to the Dean of Students or a designee who has the responsibility for administering the Code of Student Conduct and all proceedings related to inappropriate student behavior, both on and off the University property. Non-students may be charged for violations of University policies. Recognized Student

Organizations (RSOs) may be held responsible for the actions of individual members according to the standards set forth in the [RSO Handbook](#). RSOs may also be held responsible as an organization for violations of policy that were sponsored or organized by the RSO. Should an RSO be charged in violation of a University policy, officers of that organization will be responsible to represent the RSO in the student conduct process.

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

In establishing a responsible community, it is imperative that students, faculty, and staff assist in the enforcement of University regulations. By allowing the existence of behaviors or items that violate University policies of the Bellarmine Code of Student Conduct, community members have demonstrated an implied consent for the violation and thus may be equally charged and sanctioned for the violation. In addition, community members may be considered in violation if they fail to remove themselves from the violation and/or fail to report it. Bellarmine University community members are accountable to both civil authorities and to the University for acts that constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. At any point, students have the right to contact law enforcement.

## **CODE OF STUDENT CONDUCT**

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

1. Any form of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, and misrepresentation of one's work. Most cases of academic dishonesty will be

processed through Academic Affairs. Please reference the academic course catalogue at <https://catalog.bellarmino.edu> for more information about academic dishonesty.

2. Intentionally or recklessly harassing or causing physical harm to others or causing apprehension of harm. Harassment includes, but is not limited to, stalking, verbal harassment, cyber-bullying, and 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. A student has 48 hours to notify the Dean of Students Office after being charged with violating a federal, state, or local law/ordinance whether it occurred on or off campus.
5. Violation of University policies including the residence hall contract.
6. Theft, unlawful use or possession of property of the University or others.
7. Forgery, falsifying identification, lying and providing false information to University officials.
8. Intentionally or recklessly destroying, altering, or damaging University property or the property of others.
9. Unauthorized use of University property or facilities.
10. Unauthorized use of possession of fireworks, or incendiary, dangerous or noxious devices or materials, including torches or setting a fire.
11. Unauthorized use or possession of firearms or dangerous weapons.
12. Intentionally initiating or causing any false report, warning or threat of fire, explosion, or other emergency; misusing or damaging fire or other safety equipment.
13. 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.
14. Conduct which is disorderly, obscene, lewd, indecent, and objectively offensive. This includes, but is not limited to, physical, electronic or verbal misconduct.
15. Failure to comply with the directions of University officials, which include student/staff personnel acting in the performance of their duties.
16. Abuse of the student conduct system including, but not limited to, filing a false complaint, abuse of student conduct proceedings, retaliatory behavior, and/or violating the terms of a student conduct sanction.
17. Any demonstration of gang-related activity or affiliation.
18. Gambling (e.g., lotteries, betting on athletic events, numbers

games, cards and dice).

19. Retaliatory behavior in regards to any University process.
20. Any form of sexual misconduct, which includes, but is not limited to: sexual harassment, stalking, dating violence, domestic violence, sexual assault, sexual exploitation, or retaliation. Violations involving sexual discrimination and/or sexual harassment may be heard separately from other code violations occurring at the same time. See the Sexual Discrimination and Misconduct Policy for more information.

## ***STUDENT CONDUCT PROCEDURES (NON-ACADEMIC)***

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

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

- Notice – to be informed in writing of the specific violation in which the student was allegedly involved. Such notice will be given at least three (3) business days prior to the hearing, when appropriate and possible, and will include the time and place of the hearing. The notice will also include information regarding the student conduct process. The hearing officer may extend the scheduling of hearings based on good cause (i.e., illness or reasonable delays). The hearing officer may consult with the complainant or the respondent prior to the hearing to review the charges and the student conduct procedures. The Dean of Students, Vice President for Student Affairs, or a designee has the authority to immediately suspend, pending the hearing, any student from the residence halls and/or the University.

Students with disabilities who require accommodations for classroom activities may also qualify for accommodations during student conduct hearings. The student must notify the Dean of Students two (2) business days in advance of the hearing if they qualify for accommodations so that information can be confirmed, and arrangements can be made through the Accessibility Resource Center.

- File Access/Review – the student has the right to review official documents in their student conduct 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 Dean of Students and/or their designee and documents may be reviewed up to 24 hours before the hearing. No copies or pictures may be made from the file, the hearing officer or designee must be present, and the file may not be removed by any student from the office
- Inquiry – Once a charge has been filed and investigated, the student will receive notice of the hearing to be conducted by the Dean of Students or designee(s), including, but not limited to, Residence Life staff, Student Affairs staff, and conduct panels composed of faculty and staff members. Participants will be updated throughout this process and other policy violations may, at the option of the Dean of Students, be handled separately. See Sexual Misconduct Grievance Policy for more detail.
- Hearing – to have an opportunity to respond to the information, to present information, and to include relevant witnesses during a fair and impartial hearing. The hearing shall be a private, internal review process that is informal, but thorough. Criminal law concepts do not apply to the student conduct process. Neither federal nor any state rules of evidence apply in student conduct proceedings. The standard of proof will be the preponderance of the evidence, which means that the information presented, as a whole, shows that the occurrence of the alleged behavior was more probable than not. The party or parties, their advisor(s) and witnesses are prohibited from voice recording any part of the judicial proceedings including interviews, hearings, and subsequent meetings with administrators. The only party authorized to record a student conduct hearing is the Dean of Students Office. Conduct Panels are composed of one chief hearing officer, one faculty member and one staff member. Any real or perceived conflicts of interest between the parties will be disclosed prior to proceedings. The hearing shall be closed to everyone except the hear-

ing officials (panel members, recorder, and chief student conduct officer), the complainant (person who reported the alleged conduct violation), the respondent (the person who allegedly violated the Code of Student Conduct), approved advisers, and witnesses during select times of the student conduct hearing. Private attorneys and parents may not be present at the hearing. If the respondent fails either to appear or to provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without them. The information in support of the charges will be presented and considered, and the case will be heard in a fair manner. Both the reporting party and the respondent will be given the opportunity to indirectly question each other and all witnesses through the hearing officer(s) during the proceedings. Parents may be informed of charges if deemed necessary by the Dean of Students or a designee.

- Witnesses – to be able to have witnesses speak or present material relevant to the case. It is the responsibility of the complainant or respondent to notify the witnesses of the hearing and to provide a list of the witnesses to the Dean of Students at least two (2) business days prior to the hearing. Exceptions to the deadline may be determined by the hearing officers/panel. The University may also call witnesses. The student may review possible witness names 24 hours prior to the hearing. Witnesses are to be on site for the duration of the hearing and will be called to provide their information as needed throughout the hearing.
- Adviser – to have a Bellarmine University faculty member, staff member or student attend the hearing in the role of an adviser. The adviser may not address the panel. The adviser cannot be one who is involved in the case or is related to any person allegedly charged. The complainant and respondent may each have an adviser present. The role of the adviser is simply to lend emotional and personal support to the student involved in the student conduct process. Students must notify the Dean of Students twenty-four (24) hours prior to the hearing regarding the name of their adviser.
- Written Decision – to have written notification of the findings of the hearing and the sanction(s), if applicable, within three business days of the hearing. In instances of sexual misconduct, the University will disclose the results of any student conduct proceeding concurrently to the complainant and respondent. In instances of crimes of violence, the University will disclose the results of student conduct proceedings upon receiving written request from the complainant in the Dean of Students Office. If the victim is deceased as a result of the crime or offense, Bellarmine will provide the results of the disciplinary hearing to the

victim's next of kin, if so requested.

- Appeal - the student may make a written appeal within three (3) days of being informed of a disciplinary sanction, when the result of the hearing is suspension or dismissal from the University or residence halls. Appeals must be based on one or more of the following reasons:
  - » Sanction proportionality - to determine whether the sanction was disproportionate to the offense committed, for which the student was found to be responsible.
  - » New information - to consider new information that was not known at the time of the original hearing that, if introduced, would substantially impact the finding or sanction
  - » Procedural conformity - a claim that the hearing did not conform to the procedures outlined, and that substantially affected the outcome of the original hearing.

The written appeal must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the respondent wishes to include. Upon receipt of the written appeal, the other principal parties involved in the original hearing are notified and provided reasonable opportunity to respond in writing to the appeal. The principal parties include, but are not limited to, the Dean of Students, the chief student conduct officer, and any person(s) filing a report against a student. Validity of appeals for residence hall suspension or dismissal will be heard by the Dean of Students or a designee. Validity of appeals for University suspension or dismissal will be heard by the Committee on Student Appeals.

Residence hall suspension or dismissal and appeals of University suspension or dismissal will be heard by the Committee on Student Appeals. This committee is composed of one (1) faculty member and two (2) staff members appointed by the VPSA. The appeals committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original hearing, including, but not limited to previous hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision in the matter. The VPSA will notify the appellant of the decision within three working days of receipt of the recommendation from the Appeals Committee. In case of any crime of violence or sexual misconduct, both the complainant and the respondent will receive written notification of the outcome of the appeal.

Students involved in an appeals process may be allowed to attend classes, participate in University activities, and use University facilities unless their presence constitutes a clear and present danger to the University community or until the verdict is determined.

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

## ***STUDENT CONDUCT SANCTIONS***

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

1. Warning – a notice that the student has violated University policy and is warned that further misconduct may result in more severe disciplinary action.
2. On Notice – if a student has violated a policy that warrants a more serious sanction than a Warning, but does not justify being placed on Probation, or if a student has already received two or more Warnings, the student may be placed “On Notice.” Any further infractions would result in being placed on Probation or could justify suspension or dismissal from the University or residence hall without first being placed on Probation, depending on the incident.
3. Probation – a student may be issued a sanction of Probation for a relatively serious first offense or as the result of an accumulation of previous violations and sanctions. Probation may be either University Probation or Residence Hall Probation. Probation is for a designated period of time and includes the probability of more severe student conduct sanctions if the student is found to be in violation of any University policies during the probationary period. Residence hall Probation means that further violation of residence hall policy will result in suspension or dismissal from the residence halls. University Probation means that further violations of University policy may result in suspension or dismissal from the University.
4. Parent/Legal Guardian Notification – in accordance with the Family Educational Rights and Privacy Act (FERPA), which is part of the Higher Education Act, amended in 1998, the University has a right to notify parents/legal guardians

- if a student under the age of 21 has violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.
5. Campus Involvement Restrictions/Good Standing Status – a student found in violation of University or Residence Hall policy with determined sanctions may, as part of their conduct sanctioning be determined to be not in good standing for a specific length of time. This status may have impact with regards to on-campus opportunities including leadership positions, travel, participation in events, study abroad, or other opportunities. The Dean of Students, in consultation with other appropriate University personnel, will determine this on a case-by-case basis, depending on the severity of the violation and the student’s conduct record.
  6. Loss of Privileges – denial of specified campus privileges for a designated period of time.
  7. Educational/Developmental – the student may be required to present a program, attend counseling sessions, write a paper, or engage in other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program.
  8. Fines – fines may be assessed, depending on the incident.
  9. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
  10. Discretionary Sanctions – work assignments or service to the University or community.
  11. Residence hall Relocation – the student may be required to move to another room, floor, or residence hall. The student may also be limited in their selection of a room, suite, or building during the room selection process for the following year.
  12. Residence hall Suspension – separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. This means the student may not live in the halls but may visit the halls during normal visitation hours.
  13. Residence hall Dismissal/ban – 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 for a period of time. This is rarely used and is a very serious sanction, as any further violation would result in immediate suspension or dismissal.
  15. University Suspension – separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. A fourth alcohol-related offense may result in University Suspension.
  16. University Expulsion/Dismissal – permanent separation of the student from the University.
  17. Campus Ban – the student is not to be on any campus property. This ban includes the residence halls, academic buildings, athletic facilities, and school grounds. If student is seen on campus property, the appropriate authorities will be contacted, and student may be arrested for trespassing.

## **STUDENT NON-ACADEMIC GRIEVANCE POLICY**

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

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

### **Preliminary Steps**

To initiate or pursue a non-academic grievance, the following steps must be observed:

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

- c. If there is no resolution through the department supervisor or director, the grievant should discuss the matter with the Dean of Students, who shall attempt to mediate an informal resolution.
- d. If reconciliation has still not been achieved, the grievant shall submit to the Non-Academic Grievance Committee, through the VPSA, a written statement of the grievance. The statement shall contain:
  - i. a brief narrative of the condition giving rise to the grievance, including a summary of any attempts at reaching an informal resolution to the matter;
  - ii. a designation of the parties involved; and
  - iii. a concise statement of the remedy requested

### **Formation of the Committee**

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

### **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.
- b. Notify the parties named in the statement of the receipt of a grievance naming them; send a copy of the statement to the named parties and to all committee members; and request a written statement of response from the faculty/staff member (respondent) named in the student's grievance. The faculty/staff member or student statement of response

shall be received within five (5) working days of its request and shall contain the following:

- i. a brief narrative of any attempts made between the grievant and respondent to resolve the matter informally, including the names of any mediators (department supervisor, director, and/or Dean of Students) involved; and
  - ii. a response to the allegations made in the student's statement of grievance.
- c. Notify the grievant and respondent of their rights to challenge Committee members for cause and request early notification of challenge(s) to expedite the grievance procedures. Included in this notification will be a list of the names of Committee members. Any Committee members removed for cause shall be replaced by alternate members selected as in section 2, and the newly formed committee shall meet again to render a decision as to whether sufficient grounds are present to warrant a hearing.
  - d. Determine whether grounds are present to warrant a hearing within five (5) working days after receiving the written statements of grievance. This decision cannot be appealed.
  - e. Notify the grievant and the named parties of the committee's decision to hear the grievance in writing.
  - f. If a hearing will be held, notify in writing all parties involved, including any witnesses, of the date, time and place of the hearing at least ten (10) days prior to the hearing date set.
  - g. Inform the parties that the standard of proof rests with the grievant, and that each party may be accompanied to the hearing by an adviser. An adviser to the process is a Bellarmine University faculty, staff or student who may not participate in the hearing unless specifically addressed by the Committee. The adviser cannot be one who is involved in the case or is related to any person involved in the case. The adviser may not address the panel. The standard of proof will be the preponderance of the evidence, which means that the information presented as a whole demonstrates that the occurrence of the alleged behavior was more probable than not.
  - h. Request in writing from all parties involved any pertinent material deemed necessary for review by the Committee prior to the hearing, as well as the names of witnesses who will appear at the hearing or will submit a written statement on behalf of the parties involved. A written statement may be provided by a witness on behalf of any party involved in lieu of an appearance at the hearing, unless the Committee, after review of any such statement, deems an appearance at the hearing is necessary. Witnesses will not be allowed both to submit a statement and appear at the hearing unless the committee so requests. These materials, plus any additional materials either party chooses to submit, must be submitted

to the Committee no later than two (2) working days prior to the hearing.

- i. All communications among the Committee, the grievant(s) and person(s) named in the statement of grievance will be confidential. Every effort will be made by Committee members to maintain confidentiality throughout the entire grievance process.
- j. The student has the right to review official documents in their grievance file. Official documents consist of materials that would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974.

### **Hearing Process**

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

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

the grievance directly involves the Provost, the report and recommendation of the Non-Academic Grievance Committee shall be referred to the President.

- k. The student’s grievance will not be included as part of the student’s official record, unless it results in a change in student status.

### **Decision**

In the event a hearing is held and an appeal taken, the VPSA shall approve or reject the Committee’s recommendation(s) within ten (10) working days after it is received, unless the VPSA feels that more information is necessary, in which case the VPSA may resubmit the case to the Committee for further findings prior to the decision. If the decision of the VPSA is not in accord with the Committee’s recommendation(s), they 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 their decision.

### **Appeal**

The Provost, within three (3) business days after the VPSA’s decision, may be petitioned by the grievant(s) or respondent(s) to reconsider the decision based only upon information clearly not available at the original hearing. Such an appeal is discretionary.

## ***TITLE IX AND GENDER-RELATED GRIEVANCES***

For the full policies and guidelines related to Title IX and gender-related grievances, please see the Sexual Discrimination and Misconduct Policy at the end of this publication.

## ***BIAS-RELATED INCIDENTS***

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

The term “bias-related” refers to language, behaviors and acts that demonstrate discrimination or hate against persons or groups because of any of the following identity categories (perceived or otherwise): age, gender, gender identity, sex,

sexual orientation, race, disability, color, religion, national or ethnic origin, familial or economic status. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy.

### **Reporting Bias**

If you experience or witness a bias-related incident contact the Office of Public Safety and Transportation at 502.272.7777, which is open 24 hours a day, 7 days a week. You will be put in contact with a Bias Response Team Member. A Bias Response Team member will promptly review all bias incident reports and treat the reports in the highest level of confidentiality possible. You may also report a bias-related incident by completing the Student Concern Report Form found at <https://www.bellarmino.edu/studentaffairs/dean/student-concern-report>. For more information about bias-related incidents or response contact Allison Schumacher Smithkier, Chief Title IX Officer at 502-272-7337 or [aschumache01@bellarmine.edu](mailto:aschumache01@bellarmine.edu).

## ***DISABILITY GRIEVANCE POLICY***

### **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.

### **Preliminary Steps**

To initiate or pursue a grievance based on discrimination related to the Americans with Disabilities Act (ADA), the following preliminary step must be observed to address the alleged discrimination.

- 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 report. However, experience has shown that the majority of reports can be effectively resolved through the informal process. Students are encouraged to resolve disputes via these informal pro-

cedures when possible. The Director of the Accessibility Resource Center is available to provide advisory and mediation services to students.

### **Formal Resolution Procedures**

- a. Students alleging disability discrimination must contact the Director of the Accessibility Resource Center (or the Dean of Students if the Accessibility Resource Center staff is directly involved) or file a report through the Student Concern Report Form to initiate their grievance.
- b. The report must include the following: the specific act(s) or circumstance(s) alleged to constitute the discriminatory action that is the basis of the report, 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. Upon receipt of the formal report, a University official designated by the Accessibility Resource Center Director will initiate an adequate, reliable, and impartial investigation of the report. During the course of the investigation, the student will be given the opportunity to present witnesses and other information.
- d. The University investigator will complete the investigation within 60 days after submission of the written report. 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 (3) business days of its issuance. The appeal must be made in writing to the Accessibility Resource Center Director who will submit it to the Committee on Student Appeals. Appeals must be based on one or more of the following reasons:
  - New information - to consider new information that was not known at the time of the original review that, if introduced, would substantially impact the finding.
  - Procedural conformity - a claim that the review did not conform to the procedures outlined, and that substantially affected the outcome
  -
- f. The appeal will be heard by the Committee on Student Appeals. This committee is composed of one (1) faculty member and two (2) staff members appointed by the VPSA. The appeals committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original review, including, but

not limited to previous meeting summaries, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision in the matter. The VPSA will notify the student of the decision within three working days of receipt of the recommendation from the Appeals Committee. The appeal decision is final.

- g. Timeframe for this process may be extended if there are extenuating circumstances including college breaks, etc.
- h. It is prohibited for any University employee, official, or student to retaliate against or hinder the testimony of any individual because they have filed a report 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.

## **CAMPUS SECURITY INFORMATION 2022-2023**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, Bellarmine University publishes an Annual Security and Fire Safety report. This report is prepared by the Clery Campus Committee with oversight from the Office of Public Safety. The report includes statistics for the previous three years and include all reported instances of crimes and Residence Hall Fires required by the Campus Security Act, not just convictions or adjudications that occur within the Bellarmine University Clery geography. All members of the Bellarmine University community and prospective students and families have the right to access both the policy and crime statistics upon request. The current Annual Security and Fire Safety report can be located at <https://www.bellarmino.edu/security/statistics-and-reports/>. For questions related to the policy, crime statistics or daily incident log, please contact the Office of Public Safety.

### **THE MICHAEL MINGER LIFE SAFETY ACT**

**The Michael Minger Life Safety Act, KRS 164.948 to 164.9489** is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students and the public and to report annually to the Council on Postsecondary Education. Campus crime log definition at KRS 164.9481(1): means the daily log maintained by an institution and developed by the council consistent with the provisions. An institution shall maintain a campus crime log as required by KRS 164.9481(1) Campus Security Authority – definition at KRS 164.948(2): means campus police, security officers, and any official at a postsecondary education institution who has significant responsibility for student and campus activities, including student discipline, student housing, and student life administration. Professional mental health, pastoral, and other licensed counselors when functioning in that capacity are not considered campus security authorities.

As this definition relates to Bellarmine University Campus Security authorities (CSA) would include the Director of Public Safety, Public Safety officers and staff and any official of the University who has significant responsibility for student and campus activities including student conduct, student housing, student judicial affairs and student life. Designated University officials are: President, Vice President for Business Affairs, Vice President for Student Affairs, Executive Director of Experiential Learning, Dean

of Students, Director of Residence Life, Residence Life Professional Staff, Athletic Director, and Athletic Coaching Staff. The president or his/her designee may identify other officials if necessary.

**Enforcement Authority:** The Office of Public Safety officers have the responsibility for enforcing University polices and regulations and for reporting crime violations to local and state authorities. The mission of Bellarmine University's Office of Public Safety is to ensure a safe living, working, and learning environment while being sensitive to the needs of a diverse community. We are committed to achieving the highest standards of professionalism and customer service while being dedicated to fostering cooperative relationships with the Bellarmine community. We are committed to continually striving for excellence through professionalism, collaboration through understanding the needs of the community and exceeding their expectations. Our goal is to become an elite community-based public safety department in higher education. The Office of Public Safety provides security services to the University in order to maintain a safe environment.

### **How to Prevent Crimes:**

Being on a college campus is an exciting experience but it is important to prevent yourself from becoming more vulnerable than necessary or putting yourself into potentially harmful situations. The following tips can help you to avoid possible dangers.

1. Do not let anyone into your residence hall, residence hall room, apartment, or house that you do not know. Your personal safety is of the utmost importance. Do not allow a stranger to make you feel guilty about taking safety precautions or intimidate you into compromising your safety.
2. Make sure your room door is locked at ALL times.
3. Be careful with your keys. Do not loan your keys (room or car) or student ID out to anyone. If you lose your residence hall keys, pay the fine and get a new set.
4. If you have a car, lock it. It seems so easy to remember, yet it is so easy to forget. Also, if you live on campus, check on your car multiple times throughout the week.
5. If you have a bike, properly secure it. Secure bikes through the wheel and frame with a high-quality lock; the U-Lock is recommended.
6. Watch your belongings. Never leave items unattended like your backpack, laptop, or cell phone, even if it is just for a minute. Make it a habit to take these valuables with you.
7. Walk with a friend when out late at night. There is always safety in numbers. If you do not have any friends available, please call the Office of Public Safety for an escort.
8. Know the location of the nearest emergency phones on campus. There are a number of Blue Phones on campus. If needed, please use them in the event of an emergency;

they will ring directly to the Office of Public Safety.

9. If you see something, say something. If you see something that looks suspicious or dangerous, please contact the Office of Public Safety immediately. If your life (or the life of another) is in imminent danger, call 911 then call the Office of Public Safety.
10. Stay alert! Pay attention to what is going on around you and avoid blocking sounds or using distracting devices such as a cell phone. Your ears and eyes are your best defense to being taken by surprise.

### **How to Report a Crime**

All students, faculty and staff members within the Bellarmine community are strongly encouraged to report all crimes and safety related issues accurately and promptly. For immediate assistance, dial 911 and then the Office of Public Safety. It is important to report these crimes for investigations, making necessary timely warnings or if assistance is needed from local law enforcement agencies and other first responders. You can reach the Office of Public Safety on any campus telephone at the four-digit number 7777. Off-campus callers can reach The Office of Public Safety at 502.272.7777. The Office of Public Safety is located on the ground floor of the Centro Treece Hall in CNTH-054. The campus is equipped with eleven outdoor emergency blue phones that ring into the Office of Public Safety automatically when activated. Pressing the red button initiates an emergency call. The Office of Public Safety conducts bi-weekly testing on the emergency blue phones. Courtesy phones are free of charge and located in the lobbies or inside public areas of most University buildings. Students and employees can use these accessible telephones to call the Office of Public Safety. In addition, you may report a crime to any Campus Security Authority (CSA).

### **How to Report a Crime Anonymously**

Those within the Bellarmine community may voluntarily and anonymously report crimes to the Office of Public Safety at [www.bellarmino.edu/security/report](http://www.bellarmino.edu/security/report). If a student, faculty or staff member is aware of behaviors and/or conditions that may be harmful to another student; they should also contact the Student Affairs staff at 502.272.8150. With this information, the University can keep accurate records of the number of incidents involving students, determine where there may be a pattern of crime with regard to a particular location, method, or assailant, and alert the University community of potential danger when necessary. Reports filed in this manner will only be counted and disclosed in the annual crime statistics for the University.

Further information about campus safety can be obtained

from the Director of Public Safety and Transportation by calling 502.272.7777.

## **CAMPUS LIFE**

### **Orientation, New Student & Family Programs**

Week of Welcome (WOW) is a program designed to assist students in making a smooth transition to the University. All first-time, full-time first-year students are required to attend Week of Welcome. The student-led program occurs after first-year student check-in and prior to classes beginning. It is led by trained student Week of Welcome team members who lead small group discussions and large activities. At WOW, students meet their fellow classmates and learn from experienced students, faculty, and staff what it takes to be successful at Bellarmine. Information about WOW is sent out during the summer. Student leadership is provided by the WOW Team, under the direction of the Student Activities Center.

The Knight Transition is our orientation program offered for transfer and re-admitted students and adult learners. This experience provides students with information about how Bellarmine is unique compared to other campuses. Some topics include: campus technology, campus services and resources, and campus engagement. There is also time for meeting with financial aid and academic advisors. Information about The Knight Transition is sent out during the summer. For more information, contact the Student Activities Center.

Family members are partners in the educational journey of all students. Programs, events, and open communication will assist parents and family members in engagement with the University community, will aid families in navigating the institution, will assist in supporting students, and will seek to develop a long-lasting connection to the Bellarmine community. For more information and resources about Bellarmine University Family Programs, please visit [www.bellarmino.edu/parents](http://www.bellarmino.edu/parents). You may also email [parents@bellarmine.edu](mailto:parents@bellarmine.edu).

### **Commuter Services**

Students who commute to the University are encouraged to become active and engaged members of the Bellarmine community. Commuter students have access to everything from the Counseling Center to the SuRF recreation facility. Resources, communications, and assistance for commuters are available through the Dean of Students Office at 502.272.8150 or [commuters@bellarmine.edu](mailto:commuters@bellarmine.edu).

Locker rental in Centro is available free of charge. The locker rental agreement (available on the Commuter Services website [www.bellarmino.edu/studentaffairs/commutercenter](http://www.bellarmino.edu/studentaffairs/commutercenter)) should be completed and submitted to the Dean of Students Office. The Commuter Lounge in Centro, including a kitchen with fridge, sink, and microwaves as well as a lounging area, pool table, and computers and printers are available to you. Commuters may purchase a meal plan for use at the University Dining Hall as well as other locations on campus by visiting <https://bellarmine.sodexomyway.com/my-meal-plan/index>.

Should a commuter student be on campus and unable to return home due to inclement weather, accommodations may be made to stay on campus overnight, if space is available. To make arrangements to stay on campus, students should contact the Office of Public Safety and Transportation at 502.272.7777. The Office of Public Safety and Transportation will coordinate with the Office of Housing and Residence Life to facilitate accommodations.

### **Student Activities**

Student Activities Center (SAC) creates transformative student experiences for the Bellarmine community through cultivation of meaningful connections and sustaining campus traditions. Bellarmine offers a variety of opportunities for campus and community engagement. The SAC supports our almost 100 Registered Student Organizations (RSOs), including academic, special interest, service, social, and sports clubs. The Bellarmine Activities Council (BAC) coordinates a diverse calendar of programs and activities to enrich campus life utilizing student activity fees. The Student Government Association (SGA) serves as a voice for all students on campus issues. BAC and SGA are among several other student organizations that you can get involved with. For a complete listing of RSOs or to start a new organization visit Engage: [engage.bellarmino.edu](http://engage.bellarmino.edu). Engage also houses our Student Activities Interest Questionnaire, which will help match you with engagement opportunities. The Student Activities Center can be reached at 502.272.7115 or [sac@bellarmine.edu](mailto:sac@bellarmine.edu).

### **Community Engagement**

Community engagement and community-based leadership are highly valued at Bellarmine University. Thousands of hours of community engagement are logged each year, dedicated to improving the human condition and communities in the area, the region, and abroad. Community engagement opportunities can be found on GivePulse, Engage, or the biweekly email newsletter Stuff to Do with BU, or by following [@bellarminece](https://www.instagram.com/bellarminence) on Instagram. The Center for Community Engagement and the SGA Vice President for Campus and Community Engagement

plan opportunities for students throughout the academic year. All students are encouraged to participate in community engagement whether through experiential educational experiences in class, in-person or virtual service with student organizations or social justice focused trips and campus traditions, such as Alternative Spring Break, MLK Jr. Week of Social Responsibility, campus blood drives, and Knights in Action.

### **The Center for Community Engagement**

The Center for Community Engagement (CCE) is in CNMH 082 and 080. The CCE supports students with curricular and co-curricular community engagement experiences.

- Students can add 1 academic credit to any course by registering for a BU-250, which entails 30 hours of community engagement with a nonprofit or government institution during the named semester.
- The Community Engagement Access Fund provides financial support to students who are completing an unpaid internship or BU-250 experience.
- Knights Pantry locations are in Centro Treece 224 and Siena Terzo 117 kitchen and vending area and provide food and toiletries to all students, faculty, and staff, free of charge.
- Knights Closet is also located in Centro Treece 224 and offers career-ready clothing, winter accessories, and Bellarmine gear at no cost.
- Alternative Spring Break is a weeklong experience at a local or regional site to combat a specific social justice topic and students can apply through Engage.
- Bonner Leaders is a Federal Work Study/KREBS program for students who want to earn their financial aid award at a community site.
- RISE tutoring is a paid K-12 tutoring program in the local area.
- In partnership with OII, the CCE hosts an annual MLK Week in January with community engagement and educational opportunities.

To log community engagement hours, please go to OneBellarmine and select Give Pulse under Student Life. This single sign-on platform allows one to find community opportunities and log engagement impact hours over the course of one's college experience. To get engaged, email [communityengagement@bellarmine.edu](mailto:communityengagement@bellarmine.edu).

### **Leadership Development**

Bellarmine University encourages all students to explore their leadership style and beliefs through building on our leadership foundations: 1) leadership is not reliant on a position, role, or title; 2) leadership is impacted by your identities and your awareness of them; 3) leadership is a relationship-driven, service-oriented, and collaborative process; and 4) leadership is situational—sometimes you lead and sometimes you follow. We believe in the power of everyday leadership; meaning leadership is a choice and something you can practice anywhere, anytime. Bellarmine provides unique opportunities to assist students in developing skill sets, practicing leadership, and growing their confidence in preparation for being leaders in their industries, workplaces, and communities. Students can participate in the BU Leads, attend leadership retreats and workshops, and take on positional leadership roles with student organizations or University departments. To learn more about these opportunities, students are encouraged to visit Engage or contact the Student Activities Center.

### **Voter Registration and Civic Engagement**

In compliance with the 1998 Reauthorization of the Higher Education Act of 1965, Bellarmine University will make sure all students have an opportunity to register to vote. Bellarmine is recognized as a Voter-Friendly Campus and encourages all students to participate in civic learning and democratic engagement. Online voter registration, absentee ballot requests, as well as information about upcoming elections and civic engagement opportunities, can be found at [bellarmine.edu/vote](http://bellarmine.edu/vote). Hard copies of voter registration forms are also made available through the Center for Community Engagement. Students who are registered to vote in their home state may request an absentee ballot by going to [www.usa.gov](http://www.usa.gov) and clicking on Voting & Elections under the Topics menu or by contacting the county clerk in their hometown. For a listing of Kentucky's county clerks go to [bellarmine.edu/vote](http://bellarmine.edu/vote). For additional information, visit <https://vote.gov>.

## **CAMPUS RECREATION & WELLNESS**

### **Sport, Recreation, & Fitness Center (SuRF)**

The Department of Campus Recreation & Wellness offers a fitness facility called the SuRF (Sport, Recreation & Fitness) Center. It is available for students, staff, faculty, and alumni to

help balance the rigors of academic life and provide a healthy lifestyle. The Department of Campus Recreation & Wellness requires that all members have their Bellarmine identification card in order to gain access to the SuRF Center.

The SuRF Center consists of three indoor tennis courts, six outdoor tennis courts, cardiovascular machines, free weights, weight machines, and free play courts. There is a lounge area with billiards, ping-pong, and a TV equipped with an Xbox and a Wii where students can gather for fun and relaxation. Men's and women's showers and dressing areas are also located inside the facility. Free group fitness classes, such as Yoga, Boot Camp, Butts & Guts, and Pilates are offered at the SuRF Center in addition to paid personal training sessions with certified personal trainers. Class descriptions, schedules, and locations are posted on the Campus Recreation & Wellness website: [bellarmine.edu/studentaffairs/recreationcenter](http://bellarmine.edu/studentaffairs/recreationcenter). Follow us on Instagram - [@bellarminesurf](https://www.instagram.com/bellarminesurf)

### **Intramural Sports**

The Intramural Sports program at Bellarmine University is housed within the Department of Campus Recreation & Wellness and is designed for inclusive student engagement. The program is founded on the principle of "participation for all" and not only provides opportunities for both competition and recreation, but extensive student involvement in the administration and supervision of every activity. Popular seasonal activities include indoor volleyball, basketball, soccer, and flag football; the program also offers a variety of one-day competitions such as ping pong, cornhole, dodgeball, billiards, and video game tournaments. Special signature events such as Mud Volleyball are also held annually.

### **Club Sports**

Club Sports are competitive student organizations that compete against other schools. We have various teams, from archery and swimming to men's and women's volleyball and soccer. Students can see all our club sports via [www.imleagues.com/bellarmine](http://www.imleagues.com/bellarmine)

### **Campus Wellness**

Within the Department of Campus Recreation and Wellness, Campus Wellness offers educational outreach such as special events, presentations, and trainings on a variety of health and wellness topics. Relevant topics for students include resilience, stress, sleep health, nutrition, physical activity, mental health, and much more. Our signature events include Cookies and Canvas, Fresh Check Day, the Relaxation Station, Sleepy Knights Sleep Challenge, Mental Health Screening Series, and Finals are Ruff. Stay up to date with Campus Wellness events by connecting with us on Instagram [@bellarminewellness](https://www.instagram.com/bellarminewellness).

Holistic wellness considers the mind, body, and spirit, while

balancing the eight dimensions of wellness. Campus Wellness encourages students to explore opportunities to integrate the dimensions of wellness in all aspects of their lives. Opportunities for students to become involved with Campus Wellness include

servicing as a Peer Wellness Educator and academic internships. For more information, please call 502.272.8340 or visit <https://www.bellarmino.edu/wellness>.

### **Athletics**

All Bellarmine student-athletes are provided with a Student-Athlete Handbook to guide policies, procedures, and expectations for student-athletes. All Bellarmine student-athletes are provided with a Student-Athlete Handbook to guide policies, procedures, and expectations for student-athletes.

Bellarmino University is a member of the National Collegiate Athletic Association (NCAA) Division I and competes in the ASUN Conference for most of its sports. Bellarmine also sponsors NCAA Division I men's wrestling, which competes in the Southern Conference, and NCAA Division I women's field hockey which competes in the Mid-American Conference (MAC). The school sponsors 22 men's and women's NCAA sports.

In the summer of 2020, Bellarmine transitioned from an NCAA Division II institution to an NCAA Division I institution. Bellarmine is the only private Division I University in Kentucky and one of the few Division I Catholic universities in the South. Most home sporting events are held on campus in Knights Hall, Owsley B. Frazier Stadium, or the Eddie Weber Tennis Complex. Bellarmine students gain free admission to all home sporting events. For more information about Bellarmine Athletics, visit the website at <https://www.BUKnights.com> or contact Athletics at 502.272.8380.

### **Campus Ministry & Spiritual Programs**

The mission of the Office of Campus Ministry is to foster the spiritual development of the university community by providing initiatives that allow all students to encounter God, one another, and the true self. Campus Ministry programs encourage students to engage in spiritual self-reflection, adopt healthy spiritual wellness practices, become fully formed spiritual adults, and work toward interfaith respect and cooperation.

All faith initiatives on campus, including faith-based student organizations, are organized through or must be registered with the Office of Campus Ministry and the Interfaith Coalition (IFC). Students of all or no faiths are encouraged to take advantage of these resources to enhance their spiritual well-being or to gather regularly to pray, study, and practice their faith in fellowship with others.

Founded as a Catholic college, Bellarmine continues to exercise its Catholicism and offers Catholic students a home where they might become mature, responsible Catholics through

Chapel ministry roles, liturgical celebrations throughout the year, Catholic speakers, retreat opportunities, and the BUCatholic student group. Guided by the Catholic teachings in *Nostra Aetate*, we are equally committed to providing a home for students of all faiths to grow into a deeper, more mature

understanding of their own traditions and connect with others in a spirit of ecumenical and interfaith community through retreats, ecumenical prayer service, interfaith holiday celebrations, and other events. Students who are exploring their faith identity or claim no faith tradition are also encouraged to engage in dialogue, reflection, and community with other students around faith and spirituality with events like Nones Eating Naan and various retreats. Interfaith Reflection Rooms are provided for quiet prayer, meditation, or reflection for all members of the Bellarmine community in the Library, Allen Building, and Anniversary Hall, and for residential students in Siena Terzo.

Through the Office, priests, ordained and lay ministers, community faith leaders, and student Spiritual Peer Mentors and Interfaith Interns offer insight and engage in dialogue with students around various topics pertinent to worldview exploration, and overall spiritual wellness. Individual and group spiritual exploration is available for students seeking to deepen their relationship with God, improve their prayer lives, discover their gifts and talents pointing to their life's calling and purpose, discern their course in important decisions, and find their "true self" about which Merton wrote so often, through Agape Chats.

An interfaith gathering space, the Campus Ministry Office is on the ground floor of Centro. For more information or to schedule an appointment, contact the Office of Campus Ministry at 502.272.8051 or [campusministry@bellarmine.edu](mailto:campusministry@bellarmine.edu).

### **Religious Affinity Groups**

Groups of students who identify as Catholic, Inter-/Non-denominational Christian, Jewish, Muslim, and Interfaith meet regularly to plan events. Every faith-based registered student organization is a member of the Interfaith Coalition (IFC). Other religious affinity groups can and do exist informally. We welcome students to speak with Campus Ministry staff if there is interest in organizing a group that is not currently represented on campus. Students who wish to form faith communities to study scripture or pray with like-minded peers, other than through the recognized faith-based groups, meet with the Director of Campus Ministry to register their group and receive access to resources, space reservations, and help in reaching more students. The Office maintains a list of local faith leaders

who can serve as additional resources. University and non-Bellarmino ministry

personnel must have a background check on file, be approved by the Director and, with the other faith-based groups, agree to abide by the Campus Ministry Covenant. The Campus Ministry Office can also assist students in identifying local houses of worship through an annual Faith Fair in August or via a resource list of contact information available in the office and online.

### **Sacred Spaces on Campus**

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 Office of Campus Ministry. Mass is offered on Sundays, Tuesdays through Thursdays, and Holy Days of Obligation when classes are in session. Adoration and Reconciliation are available Wednesdays. A Marian grotto is located outdoors, at ground level beneath the Chapel, with a rosary garden path along the side of Chapel. Students serve as the chapel musicians and liturgical ministers. Interfaith worship services, special Masses, and educational events held in the Chapel are published via Engage and campus email. Off-campus faith-related events also are advertised by the Office for area churches and houses of faith.

There are several other spaces dedicated to interfaith prayer and reflection. Interfaith Reflection Rooms are located in room 202A of the W.L. Lyons Brown Library, in Allen Hall (coming Fall 2024), first floor of Anniversary Hall, and the first floor of Siena Terzo. Additionally, the Thomas Merton Center in the Brown Library is a quiet place to read, study, and meditate.

### **The Dr. Patricia Carver Office of Identity & Inclusion**

The mission of the Dr. Patricia Carver Office of Identity and Inclusion is to develop and educate Bellarmine students, faculty, and staff on the power of their identities and their impacts on the global community. We also serve as advocates on behalf of historically marginalized populations, while promoting diversity, inclusion, and belonging and encouraging community members to challenge their own personal narratives.

We fulfill this mission by providing opportunities that engage the Bellarmine community in identity exploration, cultural humility, and social justice, while also providing a number of support services in partnership with entities across Bellarmine and the greater Louisville community. Through this work, we not only help to create a more inclusive campus but also provide the tools for our community to thrive in a diversifying world.

For additional information, contact the Director of Identity and Inclusion at 502.272.7304, visit our suite on the first floor of Centro, Horrigan 113, check out our webpage at [bellarmine.edu/oii](http://bellarmine.edu/oii) or our Instagram page [@BU\\_OII](https://www.instagram.com/BU_OII).

The mission of the Career Development Center is to empower career-ready students and alumni to successfully live, work, lead, and serve in the global community, and our vision is to ensure equitable career success for all students by focusing on the integration of career and academic planning, the impact of experiential learning, and the value of social capital on future career success. Students find their Pathway to Meaningful Work through:

### **Self-Discovery**

Students can articulate professional values, interests, personality, and skills and incorporate in decision-making.

- Take BU199: Career Pathways Exploration (1-credit course)
- Complete PathwayU (free vocational assessments) to discover the degree programs and career paths that align with your values and interests at <https://bellarmine.edu/studentaffairs/careercenter/exploration>
- Meet with a career advisor to explore majors & careers

### **Career Readiness**

Students demonstrate the requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

- Find a part-time position on Handshake at <https://bellarmine.joinhandshake.com>

- Meet with a career advisor to prepare your job or graduate school application materials
- Take BU299: Internship Preparation and Success (1-credit course)
- Prepare for interviews using Big Interview at <https://bellarmine.biginterview.com>

### **Experiential Learning**

Students complete an applied learning experience through internships, externships, clinicals, student teaching, research, and community engagement to gain relevant experience in a career field of interest.

- Find hundreds of internship and job postings at <https://bellarmine.joinhandshake.com>
- Take advantage of the Summer Internship Scholarship which reduces the cost of a 3-credit internship course by approximately \$1,500 (pre-requisite is BU299 or course equivalent)
- Participate in a 30-hour service commitment to a community organization through the BU250 Community-based Practicum (1 academic credit)

### **Mentoring & Networking**

Students connect with alumni, community members, and employers to build relationships and increase access to professional opportunities.

- Attend Mentor Knight in the fall and connect with several alumni in your field of interest to build your professional network and explore career options
- Participate in the Alumni Mentor Program in spring and be matched with an alum in your career field of interest to receive individualized career support
- Attend career fairs, meet & greets, and networking events to connect with employers.

the Student Success Center, Title IX Office, Student Care Coordinator, and the Office of Public Safety and

### **Equity & Inclusion**

Students demonstrate the awareness and skills necessary to equitably engage and include people from different local and global cultures.

- Participate in an Early Arrival Program and attend the Alumni Networking Dinner to network with alumni who share your identity
- Participate in the Alumni Mentor Program in spring and be matched with a shared affinity alum to receive individualized career support
- .
- Complete the Diversity, Equity and Inclusions modules in BU 199/299, available through the Career Development Center
- Complete the EPIC Toolbox Equity & Inclusion Module as a part of student staff training

**Location:** Centro-McGowan Hall, suites 086-090

**Social Media:** #KnightsGetHired

- Instagram - @BUCareerDev
- Facebook - Bellarmine University Career Development
- X - @BUCareerDev

**Website:** [bellarmine.edu/careerdev](http://bellarmine.edu/careerdev) and <https://bellarmine.joinhandshake.com>

**Contact:** 502.272.8151 or [careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu)

## ***CAMPUS SUPPORT AND CARE OF STUDENTS***

Holistic care of students is of the upmost concern. In order to best support the academic success of students, the following teams and services are in place to care for the mental, emotional, and physical health of students.

### **Care Team**

The Care Team is an interdisciplinary group of University professionals who work proactively to enhance students' wellness, thereby enriching the campus and increasing its safety. The Care Team is chaired by the Dean of Students and includes representatives from Residence Life, the Counseling Center, the Office of Health Services, the Accessibility Resource Center, ,

Transportation. Reports are received and processed daily by the team and appropriate interventions and follow-up are planned for the individuals of concern. The team meets twice monthly to maintain communication and case management. Campus constituencies are trained annually on the mission and purpose of the Care Team and on reporting procedures. Students, faculty, and staff members may report information to the Care Team. All reports will be followed up by a Care Team member by phone or email.

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

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

### **Student Concern Report**

Students who are experiencing challenges or have a peer who may be experiencing challenges and would like to reach out for support can visit the top floor of Centro, Suite 280, or call 502.272.8150, or submit that concern through our online Student Concern Report.

Using the Student Concern Report students may submit information about an experience that they encountered, a concern that they may have for a peer, or a situation that they witnessed. Students may provide their name or report anonymously, however University officials may be limited in their response if an anonymous report is filed. This form is monitored daily and a representative from Student Affairs will then provide appropriate follow up to the concern. If the report involves a campus event or service, the director of the responsible area will be consulted and follow up will occur in a timely manner.

Examples of issues to report:

- Concern about the mental health of a peer
- Experiences of perceived bias or microaggressions that may be related to race, ethnicity, class, ability,

sex, gender, sexual orientation, or any other protected class

- Title IX concerns related to incidences of harassment, sexual misconduct, or intimate partner violence

- Concerns regarding basic need insecurity (housing, food, etc.)
- Any other concern related to students at Bellarmine or incidents that may involve Bellarmine students happening either on or off campus
- Incidents of hazing, bullying, or harassment
- Reports related to issues with a campus service, program, or activity

### **International Student & Scholar Support**

Bellarmino University is committed to the support of students from around the world in order to help them flourish. This office assists international students with requirements from the U.S. Department of Homeland Security or Department of State visa concerns. We also educate students on related processes, including employment options, internships, and other opportunities. In addition, we provide support for students through the adjustment and acclimation to the United States and connect students to resources at Bellarmine and in Louisville. For more information about any of these services contact International Student & Scholar Support at [internationalservice@bellarmine.edu](mailto:internationalservice@bellarmine.edu) or visit [bellarmine.edu/international-services/services](http://bellarmine.edu/international-services/services).

### **Student Emergency Fund**

The Student Emergency Fund is available to support the persistence of our students to graduation. Student Emergency Funds provide one-time micro-grants to students experiencing an unanticipated financial need. Students may apply for one Student Emergency Fund request in a given academic year. Students must be enrolled in undergraduate or graduate classes at the time of the request. The number of students who can be served by the Student Emergency Fund is subject to the availability of funds.

Applicants should be prepared to show financial hardship resulting from an emergency, accident, or other unplanned event. Applicants must complete all application questions and submit supporting documentation if requested.

Students can learn more and request emergency funding by visiting [bellarmine.edu/studentaffairs/dean/student-emergency-fund](http://bellarmine.edu/studentaffairs/dean/student-emergency-fund).

## **ADDRESS & NAME CHANGES**

Students wishing to update or change their address with the University may do so by logging into the Self-Service tab on their [one.bellarmino.edu](http://one.bellarmino.edu) account. Once there, students can access their contact information on the top right corner and request this change within “user profile.” Any questions regarding this

process should be directed to the Registrar’s Office.

### **Legal Name Changes**

A legal name change on institutional records may be made upon the production of evidence showing the name has been officially changed. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Minor changes in name can be made without a court order at the discretion of the Registrar (for example, spelling corrections or revisions). In these instances, the student must provide documentation such as current driver’s license with photo, Social Security card, or resident alien card. Name changes may be submitted online at the Registrar’s Office website.

### **Chosen Name Changes**

To encourage a more inclusive and welcoming campus, community members have the option to use a chosen name on campus whenever possible. The name will appear wherever a legal name is not necessary.

A student wishing to use a chosen name may do so by visiting the self-service page in [experience.bellarmino.edu](http://experience.bellarmino.edu). After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. The chosen name must be reasonable and may not be used to misrepresent the individual.

Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, transcripts, medical records, and federal immigrations documents. Students will need to visit the TSC help desk to get a new ID that reflects the chosen name. Students may contact the Registrar’s Office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating their chosen name in self-service.

## **CAMPUS STORE**

The campus store sells school supplies, office and residence hall supplies, clothing, cards, candy, miscellaneous personal items, and Bellarmine memorabilia in addition to providing course materials through OnCourse.. Store hours are always posted on the website as well as in the campus store.

The campus store accepts all major credit cards as well as personal checks with complete student information printed on the check and a driver’s license. Business and starter checks will not be accepted. For more information, please call the campus

store at 502.272.8111.

For the most up to date information regarding the OnCourse partnership with Follett, please visit <https://www.bellarmino.edu/oncourse>.

## **W. L. LYONS BROWN LIBRARY**

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

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

### **The Lansing Learning Commons**

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

### **Reference Services/Ask Us**

Professional librarians provide individualized research assistance to students, staff and faculty members. This one-on-one assistance helps students learn to effectively use the academic resources available through the library. There are also two online services, Ask Us and Chat, where students, staff, and faculty may submit reference questions and will be assisted by one of the reference librarians. The library's resources include over 85,000 print materials and over 100 online databases, including EBSCOhost, JSTOR, ProQuest and Ovid. In addition, the library provides access to over 335,000 eBooks and over 65,000 online periodicals. Access to the library's online catalog and other online resources is provided from computer

workstations in the Lansing Learning Commons and the rest of Level 1, as well as numerous other terminals throughout the building and remotely through the campus network.

Interlibrary loan services are provided so that students, staff, and faculty may access materials that are unavailable locally. The library is a member of the Kentuckiana Metroversity consortium and the Federation of Kentucky Academic Libraries (FoKAL) consortium and uses the OCLC national database for cataloging and interlibrary loan purposes.

### **Information Fluency**

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

### **Study Spaces**

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

### **Noise, Cell Phone and Service Animal Policy**

It is very important that we maintain a quiet environment for those using the library for studying and research purposes. Level 2 of the library has been set aside as a "quiet study" floor for individuals. Patrons are asked to turn off or set on silent cell phones when entering the library. As a courtesy to all, cell phones should not be used in any study areas of the building. House phones are available on all levels of the building for your convenience. The library staff asks for cooperation in maintaining a noise-free library and adhering to the quiet floor and cell phone policies. These policies are intended to enhance

an atmosphere that is conducive to study and research. Also, keeping with campus policy, no animals except service animals are allowed in the building.

### **Regular Library Hours Fall & Spring Semesters**

The library is open seven days a week. Please visit <https://www.bellarmino.edu/library> for all hours and exceptions.

## **STUDENT SUCCESS CENTER**

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

SSC programs and services include:

- The Academic Advising Center located in the SSC supports students in taking ownership of their educational journey.
  - » Our advisors work with students to integrate their interests, values, and academic and professional goals to set them on a path to success. We assist students in considering the different major and minor options at Bellarmine and can recommend out-of-class, value-added opportunities (internships, learning abroad, student research, and much more). Our Center advises first-year and particular majors in the second year, as well as all first time to Bellarmine Transfer Students.
- Peer tutoring for many 100 and 200 level courses.
- Writing and multi-modal support at any level and stage (course papers, research, capstone and creative projects, personal statements, and presentations).
- Classroom presentations and workshops on topics pertaining to the development of study, time management, writing and presentation skills.
- Testing Center for students with accommodations through the Accessibility Resource Center and students who miss a test due to a University sponsored event.
- Peer Coaching for all incoming students to support students' academic and social transition to Bellarmine.
- Student Success Coaching for any student on academic probation and/or returning to classes from a period of separation.
- Study Abroad and International Programs (SAIP)

- » Students must work with the SAIP office if they plan to partake in any form of credit bearing international studies/study abroad during their time at Bellarmine. Not working with the Study Abroad and International Programs office could result in transfer credit not being accepted by Bellarmine.
- » Students are not permitted to study abroad for their final semester at Bellarmine (they may be permitted to participate in a short-term winter or spring break program).
- » Depending on the type of program, different GPA requirements apply.
- Pioneer Scholars, a community of first-generation students who participate in various activities aimed at helping students successfully transition into college. Pioneer Scholars guides first-generation students to be the first in their family to graduate with a four-year degree. It includes a weekly, first-year mentoring program, first-generation celebrations and acknowledgements, leadership development, academic success workshops, and more.
- Learning Communities is an integrated, thematic learning experience for students that includes peer and faculty mentoring, common courses, and co-curricular activities within a community setting. LCs include:
  - » Galileo: designed for students interested in the health professions
  - » Compassio: created to engage students in social justice and community
  - » Terra: established for students interested in issues of sustainability and environmentalism
  - » Eureka: for students majoring in STEM programs
  - » Explore: created for students who are interested in exploring their major and career path
  - » Valor: a community that supports first-year and transfer Active Duty, National Guard, Select Reserves, and veteran students

Please contact the SSC at [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu) or 502.272.7400 if you have questions about any of our programs or services.

## **INTELLECTUAL PROPERTY**

Students retain all rights and interest in their individual scholarship, research, creative work, and other traditional academic products, such as class projects or assignments associated with full or partial completion of degree requirements except in situations where the work is defined as a “work for hire”, com-

missioned, sponsored by an outside entity, and/or required the extraordinary use of University resources above and beyond those required with completion of an academic program. For more information on this policy, please refer to the University's intellectual property policy. The policy is published in Chapters 7 and 9 of the University Policies and Procedures Manual, found at <https://catalog.bellarmino.edu>.

## ***FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)***

Bellarmino University's FERPA Statement (The Family Education Rights & Privacy Act) affords Bellarmino University students certain rights with respect to their education records. Please visit the Online Catalog at [catalog.bellarmino.edu](http://catalog.bellarmino.edu) or visit [bellarmino.edu/registrar/ferpa/](http://bellarmino.edu/registrar/ferpa/) for more information.

## ***FINANCIAL AID***

The Office of Financial Aid administers all institutional, federal, and state financial assistance programs. Assistance at Bellarmino 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. If you have additional questions or would like more information, please contact the Office of Financial Aid at 502.272.7300.

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

### **Satisfactory Academic Progress Policy (Undergraduate):**

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

### **Satisfactory Academic Progress Policy (Graduate):**

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic

progress toward a degree at Bellarmino University. Students are strongly encouraged to review Bellarmino's Satisfactory Academic Progress Policy at [bellarmino.edu/financialaid/progressgraduate/](http://bellarmino.edu/financialaid/progressgraduate/).

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

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

## ***TUITION PAYMENT***

Payment due dates are listed in each semester academic calendar. Undergraduate students are expected to enroll in and begin making payments on our monthly payment plan by August 1st; or pay in full the estimated amount due by August 1st.

Graduate and Second Degree students are expected to enroll in and begin making payments on our monthly payment plan or pay in full by August 25<sup>th</sup>. Students who do not pay their tuition and fees or enroll in and begin paying on our monthly payment plan by this deadline will be subject to interest charges and a hold on their future registration and/or diploma. A hold may also be placed on the official transcript but be released within 3 business days of contacting the Office of Student Accounts about the delinquency. Questions should be directed to the Office of Student Accounts at 502.272.8264 or [studentaccounts@bellarmino.edu](mailto:studentaccounts@bellarmino.edu). Billing dates and refund policies are listed in each semester's Academic Calendar and on the Student Accounts page on the [experience.bellarmino.edu](http://experience.bellarmino.edu) portal. Students must agree to the Statement of Financial Responsibility prior to registration each semester. Students are expected to pay their balance in full each semester to avoid holds.

### **Tuition Bill**

Student tuition bills will be uploaded to the student's secure online account at [experience.bellarmino.edu](http://experience.bellarmino.edu) on the One Payment Gateway portal. An email is sent to the official Bellarmino University email address of the student when the

bill is available for viewing. Bellarmine University's Office of Student Accounts does not mail tuition bills unless they become delinquent. In order for parents or other authorized users to receive the tuition bill and monthly statements, students must set them up with an ID and password by logging on to [experience.bellarmino.edu](http://experience.bellarmino.edu) on the One Payment Gateway under My Account and send a payer invitation. The system will send an email to the parent/ authorized user with the login and password so that they may view and/or pay the tuition bill online at any time. Emails will

also be generated to the parent's email address so that they will be advised when the statement is available online.

### Payment Options

- **Payment in Full by Due Date** – Students not enrolled in one of the deferred payment methods must pay in full by the published due date each semester. 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 at the rate of 1% monthly or 12% annually. Outstanding balances must be paid in full before students will be allowed to register for any further classes..
- **Monthly Payment Plan (MPP)** – Payment plans must be set up each semester. With this “pay as you go” plan, the student pays an enrollment fee and can divide tuition payments over 4-6 months per semester. This plan is interest-free as long as the plan is set up for the correct amount and paid as agreed. There is an enrollment fee of \$40 for the payment plan and the minimum contract amount is \$1,000. Students must enroll themselves in the monthly payment plan online each semester that they wish to pay in monthly installments. Any amount not covered by the monthly payment plan must be paid by the published due date. If the payment is not received on or before the monthly due date, a late charge of \$25 per occurrence will be added to the students account balance. Outstanding balances must be paid in full before students will be allowed to register for any further classes..
- **Federal Work-Study Plan (FWS)** – Students receiving FWS funds and electing to have their paycheck automatically deducted and applied to their tuition account must register for this plan by completing the Tuition & Payroll Authorization Form included in your work-study package and choosing the option to apply the funds at 100% directly to your tuition. You may also pick up a form in the Office of Student Accounts to change where your funds are going anytime during the year.. To be eligible for this interest-free plan, students must complete the Tuition & Payroll Authorization Form to have the deduction applied to their account. Any remaining balance that is not expected to be covered by FWS must be paid in full by the published due date or enrolled in a monthly payment plan. If the account is not paid in full by the due date, interest charges are assessed in the amount of 1% monthly or 12% annually. Outstanding balances must be paid in full before students will be allowed to register for any further classes..
- **Government Assistance** – This payment method is only for those students who receive tuition assistance via an ROTC scholarship, Veteran Affairs benefits, Active & Reserve Military benefits or Vocational Rehabilitation

benefits. The student or the government agency must provide The Office of Student Accounts or the Office of Military & Veterans Services with the appropriate documentation each semester. The portion of

the student's balance that is not covered by government assistance must be paid in full by the published due date. If the account is not paid in full by the due date, interest charges are assessed in the amount of 1% monthly or 12% annually. Outstanding balances must be paid in full before students will be allowed to register for any further classes..

- **Deferred Payment Plan (DEFER)** – This payment method is only for those students who receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are posted online each semester. The student must provide Bellarmine with appropriate documentation from the employer each semester including proof that they are qualified for tuition reimbursement and the rules of the reimbursement plan. There is a \$50 fee per student per semester assessed to defer the payment of tuition. To qualify for DEFER, students must provide the Office of Student Accounts with a letter from their employer each semester stating their intention to pay or reimburse educational expenses. Please contact the employer's Fringe Benefit Coordinator or Human Resources Department to inquire about your company reimbursement policy. The portion of the student's balance not covered by the employer must be paid in full by the published due date. If the account is not paid in full by the due date, interest charges are assessed in the amount of 1% monthly or 12% annually. Outstanding balances must be paid in full before students will be allowed to register for any further classes.
- **Employer and Third-Party Payments**– This plan is only for students who have their tuition paid directly to the University by their employer or a third party.. This plan carries no interest charges provided the tuition is paid in full within 30 days from the date the grades are posted online each semester. To qualify,, students must provide a letter or voucher from their employer or a third-party each semester stating their intention to pay Bellarmine University directly . Bellarmine Office of Student Accounts will bill the employer or third-party based on the rules outlined in the letter or voucher. . The portion of the balance not covered 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% interest charge monthly or 12% annually. Outstanding balances must be paid in full before the student will be allowed to register for any additional classes.

## Methods of Payment

- The Office of Student Accounts accepts cash, checks, cashier's checks, and money orders.
- E-Checks are accepted online at [experience.bellarmino.edu](http://experience.bellarmino.edu) on the One Payment Gateway portal with no additional fees (this requires a routing number and an account number)
- Credit cards are only accepted online (VISA/MasterCard/Discover/American Express) – a convenience fee of 2.95% is charged for credit/debit card payments.
- 529 Plans can now be paid through the One Payment Gateway. A minimal transfer fee may apply.
- International Payments may be paid on the One Payment Gateway through our partner, TransferMate. International funds transfer fees apply.
- Monthly Payment Plans are offered to equally divide tuition payments over approximately 4-6 monthly payments per semester.

For all payment options above, the student agrees to reimburse Bellarmine the costs of any collection agency, which may be based on a percentage at a maximum of 33 % of the debt, and all costs and expenses, including reasonable attorney's fees, that Bellarmine may incur in such collection efforts. The Statement of Financial Responsibility Agreement signed prior to registration outlines these details.

Office hours are Monday – Friday 8:00 a.m. – 5:00 p.m. Please contact the Office of Student Accounts for summer hours. A night depository, located next to the Student Account window, is available for payments after hours. You may mail payments to: Office of Student Accounts, Bellarmine University 2001 Newburg Road, Louisville, KY 40205.

Please contact the Office of Student Accounts at [studentaccounts@bellarmine.edu](mailto:studentaccounts@bellarmine.edu) for more information regarding the available payment options and methods of payment.







# Bellarmino University's Sexual Discrimination and Misconduct Policy

**2024 - 2025 ACADEMIC YEAR**

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL  
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED  
THROUGH A LIMITED LICENSE

To: Bellarmine University  
ALL OTHER RIGHTS RESERVED.

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# **POLICY: EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION**

We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

## **1. Definitions**

- **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- **Complaint (formal)** means a document filed/signed by a Complainant or signed by the Chief Title IX Officer alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Bellarmine University investigate the allegation.
- **Confidential Resource** means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- **Day** means a business day when Bellarmine University is in normal operation.
- **Education program or activity** means locations, events, or circumstances where Bellarmine University exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Bellarmine University.
- **Final Determination:** A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- **Finding:** A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- **Formal Grievance Process** means “Process A,” a method of formal resolution designated by Bellarmine University to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- **Grievance Process Pool** includes any investigators, hearing officers, appeal officers, and advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- **Hearing Decision-Maker or Panel** refers to those who have decision-making and sanctioning authority within Bellarmine University’s Formal Grievance process.
- **Investigator** means the person or persons charged by Bellarmine University with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- **Mandated Reporter** means an employee of Bellarmine University who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Chief Title IX Officer, Deputy Coordinators [and/or their supervisor].<sup>1</sup>
- **Notice** means that an employee, student, or third-party informs the Chief Title IX Officer or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- **Official with Authority (OWA)** means an employee of Bellarmine University explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Bellarmine University.
- **Parties** include the Complainant(s) and Respondent(s), collectively.
- **Process A** means the Formal Grievance Process detailed below and defined above.
- **Process B** means the informal alternative resolution procedures detailed in Appendix C.
- **Recipient** means a postsecondary education program that is a recipient of federal funding.
- **Remedies** are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Bellarmine University’s educational program.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

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<sup>1</sup> Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

- **Resolution** means the result of an informal or Formal Grievance Process.
- **Sanction** means a consequence imposed by Bellarmine University on a Respondent who is found to have violated this policy.
- **Sexual Harassment** is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 17.b., for greater detail.
- **Chief Title IX Officer** is at least one official designated by Bellarmine University to ensure compliance with Title IX and Bellarmine University’s Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks, such as Deputy Coordinator.
- **Title IX Team** refers to the Chief Title IX Officer, the Deputy Coordinators, and any member of the Grievance Process Pool.

## 2. Rationale for Policy

Bellarmino University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Bellarmine University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of sex, and for allegations of retaliation. Bellarmine University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## 3. Applicable Scope

The core purpose of this policy is the prohibition of discrimination on the basis of sex. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are

subject to resolution using Bellarmine University’s “Process A” or “Process B,” as determined by the Chief Title IX Officer, and as detailed below.

When the Respondent is a member of Bellarmine University community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of Bellarmine University community. When the Respondent is not a member of Bellarmine University community, supportive measures may still be available to the Complainant. This community includes, but is not limited to, students,<sup>2</sup> student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

## 4. Chief Title IX Officer

Allison Schumacher Smithkier serves as the Chief Title IX Officer and oversees implementation of Bellarmine University’s Sexual Misconduct and Title IX Policy. The Chief Title IX Officer has the primary responsibility for coordinating Bellarmine University’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

## 5. Independence and Conflict-of-Interest

The Chief Title IX Officer manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Chief Title IX Officer oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Chief Title IX Officer, contact Chief Human Resources Officer, Dana Hummel, [dhummel@bellarmine.edu](mailto:dhummel@bellarmine.edu). Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Chief Title IX Officer. Reports of misconduct or discrimination committed by the Chief Title IX Officer should be reported to Chief Human Resources Officer, Dana Hummel, [dhummel@bellarmine.edu](mailto:dhummel@bellarmine.edu). Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Chief Title IX Officer.

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<sup>2</sup> For the purpose of this policy, Bellarmine University defines “student” as any individual who has fully matriculated or who is registered, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Bellarmine University.

## 6. Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

- Allison Schumacher Smithkier, Institutional Chief Title IX Officer  
Centro, McGowan Hall Room 280B  
502.272.7337 | [aschumache01@bellarmine.edu](mailto:aschumache01@bellarmine.edu)  
Tony Brosky, Deputy Title IX Officer, Dean  
School of Movement and Rehab Services,  
Allen Hall Room 112  
502.272.8375 | [jbrosky@bellarmine.edu](mailto:jbrosky@bellarmine.edu)
- Pam Stackhuse, Deputy Title IX Officer  
Athletics Department  
nights Hall, Room 022C  
502.272.7997 | [pstackhuse@bellarmine.edu](mailto:pstackhuse@bellarmine.edu)
- Dana Hummel, Deputy Title IX Officer  
Human Resources  
Centro, Horrigan Hall Room 202E  
502.272.7232 | [dhummel@bellarmine.edu](mailto:dhummel@bellarmine.edu)

Bellarmino University has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of Bellarmine University

- Denise Brown-Cornelius, Vice President for Finance
- Dr. Mark Wiegand, Vice President for Academic Affairs and Provost
- , Lauren Keeling, Interim Vice President for Enrollment, Marketing and Communication
- Dr. Leslie Maxie, Dean of Students
- Dr. Helen Grace Ryan, Vice President for Student Affairs
- Dr. Sean Ryan, Senior Vice President of Administration and Trustee Affairs

Bellarmino University has also classified all employees (including residence life student staff) as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation.

Inquiries may be made externally to:

- Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: 800.421.3481

Facsimile: 202.453.6012

TDD#: 877.521.2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

For complaints by employees involving the terms and conditions of employment: Equal Employment Opportunity Commission.

## 7. Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- File a complaint with, or give verbal notice to, the Chief Title IX Officer (or Deputy). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Chief Title IX Officer and Deputy Coordinators.
- To file a report online, students are encouraged to utilize the following form:  
<https://www.bellarmino.edu/studentaffairs/dean/student-concern-report/>. To file a report online, employees are encouraged to utilize the form found here: <https://www.bellarmino.edu/hr/>.

Anonymous reports are accepted. The university may be required to conduct an inquiry and investigation into any report that is filed given the context and nature of the report. Filing an anonymous report may drastically reduce the university's ability to respond to the report. Bellarmine University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Bellarmine University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Bellarmine University to discuss and/or provide supportive measures.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Chief Title IX Officer (or Deputy) alleging a policy violation by a Respondent and requesting that Bellarmine University investigate the allegation(s). A complaint may be filed with the Chief Title IX Officer (or Deputy) in person, by mail, or by electronic mail, by using the contact information in the section immediately above. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail

or through an online portal provided for this purpose  
by Bel-

larmine University) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Chief Title IX Officer will contact the Complainant to ensure that it is filed correctly.

## 8. Supportive Measures

Bellarmine University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Bellarmine University's education program or activity, including measures designed to protect the safety of all parties or Bellarmine University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Chief Title IX Officer (or Deputy) promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Bellarmine University will inform the Complainant, in writing, that they may file a formal complaint with Bellarmine University either at that time or in the future, if they have not done so already. The Chief Title IX Officer works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Bellarmine University will maintain the privacy of the supportive measures, provided that privacy does not impair Bellarmine University's ability to provide the supportive measures. Bellarmine University will act to ensure as minimal an academic impact on the parties as possible. Bellarmine University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts

- Providing transportation accommodations
- Implementing contact limitations (no contact directives) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Campus Ban Issuance
- Timely Warnings to the university community
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Chief Title IX Officer

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and/or adjudication.

## 9. Risk Analysis

Bellarmine University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Chief Title IX Officer (or Deputy) in conjunction with the Care Team (for students) and a trained outside consultant (for employees) using its standard objective violence risk assessment procedures, the NABITA Risk Rubric through the national NABITA organization.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization will be given notice of the action and the option to request to meet with the Chief Title IX Officer (or Deputy) prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Chief Title IX Officer determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an advisor of their choice when meeting with the Chief Title IX Officer (or Deputy) for this meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to

the meeting to allow for adequate preparation.

The Chief Title IX Officer has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Bellarmino University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Chief Title IX Officer, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, suspension of specific duties, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Chief Title IX Officer, alternative coursework or work options may be pursued to ensure as minimal an academic or employment impact as possible on the parties.

## **10. Promptness**

All allegations are acted upon promptly by Bellarmine University once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There may be exceptions and extenuating circumstances that can cause a resolution to take longer, but Bellarmine University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Bellarmine University procedures will be delayed, Bellarmine University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated

additional time that will be needed as a result of the delay.

## **11. Privacy**

Every effort is made by Bellarmine University to preserve the privacy of reports.<sup>3</sup> Bellarmine University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Bellarmino University reserves the right to designate which Bellarmine University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be informed about the complaint, including but not limited to: human resources, division of student affairs, public safety, and the Bellarmine University Care team.

Bellarmino University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically below.

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<sup>3</sup> For the purpose of this policy, privacy and confidentiality have distinct meanings. Privacy means that information related to a complaint will be shared with a limited number of Bellarmine University employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in Bellarmine University's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in Bellarmine University's FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies. Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. Bellarmine University has designated individuals who have the ability to have privileged communications as Confidential Resources. For more information about Confidential Resources, see page 26. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clergy Act. Other information may be shared as required by law.

## 12. Jurisdiction of Bellarmine University

This policy applies to the education program and activities of Bellarmine University, to conduct that takes place on the campus or on property owned or controlled by Bellarmine University, at Bellarmine University-sponsored events, or in buildings owned or controlled by Bellarmine University's recognized student organizations. The Respondent must be a member of the university community in order for its full procedures to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Bellarmine University's educational program. Bellarmine University may also extend jurisdiction to off-campus and/or to online conduct when the Chief Title IX Officer determines that the conduct affects a substantial Bellarmine University interest.

Regardless of where the conduct occurred, Bellarmine University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Bellarmine University interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Bellarmine University.

If the Respondent is unknown or is not a member of the Bellarmine University community, the Chief Title IX Officer will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Bellarmine University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Chief Title IX Officer or Deputy Coordinator.

In addition, Bellarmine University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Bellarmine University property and/or events.

All vendors serving Bellarmine University through third-

party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Chief Title IX Officer (or Deputy) can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Chief Title IX Officer (or Deputy) may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Bellarmine University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

## 13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Chief Title IX Officer. However, if the Respondent is no longer subject to Bellarmine University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Chief Title IX Officer, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Bellarmine University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

## 14. Online Harassment and Misconduct

The policies of Bellarmine University are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Bellarmine University's education program and activities or use Bellarmine University networks, technology, or equipment.

While Bellarmine University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Bellarmine University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as submit-

ting to anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Bellarmine University community.

### **15. Policy on Nondiscrimination**

Bellarmino University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education.

Bellarmino University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race,
- Religion,
- Color,
- Sex,
- Pregnancy,
- Religion,
- Creed,
- Ethnicity,
- National origin (including ancestry),
- Citizenship status,
- Physical or mental disability (including perceived disability),
- Age,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of Bellarmine University community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of Bellarmine University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of Bellarmine University policy on nondiscrimination.

When brought to the attention of Bellarmine University,

any such discrimination will be promptly and fairly addressed by Bellarmine University according to the grievance process described below.

### **16. Policy on Disability Discrimination and Accommodation**

Bellarmino University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Bellarmine University, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Director of the Office of Accessibility Resources and the Chief Human Resources Officer have been designated as Bellarmine University's ADA Coordinators responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability. Grievances related to disability status and/or accommodations will be addressed using the procedures either through the Student Grievance Process or through Human Resources.

#### **a. Students with Disabilities**

Bellarmino University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of Bellarmine University. All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Director of the Accessibility Resource Center, who coordinates services for students with disabilities. The Director of the Accessibility Resource Center reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

#### **b. Employees with Disabilities**

Pursuant to the ADA, Bellarmine University will provide

reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to Bellarmine University.

An employee with a disability is responsible for submitting a request for an accommodation to the Human Resources and providing necessary documentation. Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## **17. Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty members are entitled to an employment and educational environment that is free of discriminatory harassment. Bellarmine University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Bellarmine University policy. When speech or conduct is protected by academic freedom it will not be considered a violation of Bellarmine University policy, though supportive measures will be offered to those impacted.

### **a. Discriminatory Harassment**

Discriminatory harassment constitutes a form of discrimination that is prohibited by Bellarmine University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. Bellarmine University does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Bellarmine University will address all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment." A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. <sup>4</sup>This discriminatory effect results from

harassing verbal, written, graphic, or physical conduct that is severe and pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Bellarmine University may also impose sanctions through application of the grievance process below. Bellarmine University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct may result in the imposition of discipline under Bellarmine University policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms. For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Director of Human Resources, and students should contact the Chief Title IX Officer and Deputy Chief Title IX Officer.

### **b. Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Kentucky regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Bellarmine University has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
  - a. an employee of Bellarmine University,
  - b. conditions the provision of an aid, benefit, or service of Bellarmine University,
  - c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
  - a. unwelcome conduct,

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<sup>4</sup> This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Bellarmine University's Investigative Guidance.

- b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to Bellarmine University’s education program or activity.<sup>5</sup>
3. Sexual assault, defined as:
- a. Sex Offenses, Forcible:
    - i. Any sexual act directed against another person,
    - ii. without the consent of the Complainant,
    - iii. including instances in which the Complainant is incapable of giving consent.
  - b. Forcible Rape:
    - i. Penetration,
    - ii. no matter how slight,
    - iii. of the vagina or anus with any body part or object, or
    - iv. oral penetration by a sex organ of another person,
    - v. without the consent of the Complainant.
  - c. Forcible Sodomy:
    - i. Oral or anal sexual intercourse with another person,
    - ii. forcibly,
    - iii. and/or against that person’s will (non-consensually), or
    - iv. not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age<sup>6</sup> or because of temporary or permanent mental or physical incapacity
  - d. Sexual Assault with an Object:
    - i. The use of an object or instrument to penetrate,
    - ii. however slightly,
    - iii. the genital or anal opening of the body of another person,
    - iv. forcibly,
    - v. and/or against that person’s will (non-consensually),
  - e. Forcible Fondling:
    - i. The touching of the private body parts of another person (buttocks, groin, breasts),
    - ii. for the purpose of sexual gratification,
    - iii. forcibly,
    - iv. and/or against that person’s will (non-consensually),
    - v. or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - f. Sex Offenses, Non-forcible:
    - i. Incest:
      - 1. Non-forcible sexual intercourse,
      - 2. between persons who are related to each other,
      - 3. within the degrees wherein marriage is prohibited by the Kentucky State law.
    - ii. Statutory Rape:
      - 1. Non-forcible sexual intercourse,
      - 2. with a person who is under the statutory age of consent of Kentucky.
4. Dating Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    - ii. Dating violence includes, but is not limited

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<sup>5</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

<sup>6</sup> Per state law.

to, sexual or physical abuse or the threat of such abuse.

- iii. Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kentucky or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kentucky.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.*

6. Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other

professional treatment or counseling.

7. Employee Relationships

The employment of relatives or individuals involved in a dating relationship in the same area of the University may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Although Bellarmine has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, it is strongly discouraged. Bellarmine is committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, Bellarmine will take prompt action to avoid favoritism or inequitable treatment of other employees. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

Because the University views it as professionally unethical, because the potential for abuse or the appearance of abuse is so great, and because of the inherent differential in authority, the University prohibits the following relationships and acts, whether they are consensual or not:

- Every non-student member of the University Community is prohibited from engaging in romantic or sexual relationships, or in romantic or sexual conduct with any student currently enrolled as an undergraduate at the University.
- Every member of the University Community is prohibited from engaging in romantic or sexual relationships or in romantic or sexual conduct with anyone whom he or she educates, counsels, coaches, supervises, or evaluates in any way.

Even when both parties have consented at the outset to the development of such a relationship, it is the officer, instructor or other person in the relative position of power who, by reason of authority conferred by the University, bears the burden of accountability. In extraordinary situations exceptions to this policy might be granted. [For this, one should confer with the Chief Title IX Officer.] Some examples of possible exceptions may include:

- A recent Bellarmine graduate, hired by the

University, continuing a relationship that began

while both individuals were students.

- An employee's spouse enrolling as a graduate or nontraditional undergraduate student.

Exceptions are considered on a case-by-case basis. Similarity to one of the examples cited above does not automatically make the relationship acceptable. If you have any questions about the application or effect of this policy to an existing or potential relationship, it is your duty to consult with your supervisor or the Chief Title IX Officer.

In keeping with this University policy, if charges of harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense. Disciplinary penalties for individuals who violate these provisions may include written reprimand, formal warning, suspension, termination or dismissal, or such other penalties, as the University deems appropriate and consistent with the gravity of the offense. In the case of faculty, violation of these prohibitions may constitute "serious misconduct...or neglect of professional duties and responsibilities, or moral turpitude," and can therefore constitute grounds for dismissal of a tenured or untenured faculty member.

Bellarmino University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/ termination, for any offense under this policy.

### c. Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive

conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

#### **Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Bellarmino University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

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<sup>7</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>7</sup> or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Bellarmine University’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

#### d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Bellarmine University additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- » Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- » Invasion of sexual privacy
- » Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent), including the making or posting of revenge pornography
- » Prostituting another person
- » Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
- » Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- » Misappropriation of another person’s identity on apps, websites, or other venues designed for dating or sexual connections
- » Forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity
- » Knowingly soliciting a minor for sexual activity
- » Engaging in sex trafficking
- » Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or

psychological harm or social ostracism to any person within the Bellarmine University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

- Bullying, defined as:
    - » Repeated and/or severe
    - » Aggressive behavior
    - » Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
- Violation of any other Bellarmine University policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

## 18. Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Chief Title IX Officer (or Deputy) and will be promptly investigated. Bellarmine University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Bellarmine University or any member of Bellarmine University's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course

of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith

## 19. Mandated Reporting

All Bellarmine University employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter will immediately pass reports to the Chief Title IX Officer or Deputy (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Bellarmine University for a Complainant or third-party (including parents/guardians when appropriate):

### a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed mental health counselors through the Bellarmine Counseling Center
- On-campus health service providers
- On-campus members of the clergy/chaplains working within Campus Ministry
- Off-campus Employee Assistance Program (for employees)
- Off-campus (non-employees):
  - » Center for Women and Families
  - » Local or state counseling agencies
  - » Local or state health care staff
  - » Local or state assistance agencies
  - » Clergy/Chaplains
  - » Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of

threat or danger or abuse of a minor/individual  
with a disability, or when

required to disclose by law or court order.

Campus counselors and the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

**b. Mandated Reporters and Formal Notice/Complaints**

All employees of Bellarmine University (including residence life student staff), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Chief Title IX Officer (or Deputy) all known details of a report made to them in the course of their employment. Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party. Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Chief Title IX Officer. Supportive measures may be offered as the result of such disclosures without formal Bellarmine University action. Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Bellarmine University policy and can be subject to disciplinary action for failure to comply. Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Bellarmine University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves. Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

**20. When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Chief Title IX Officer, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Chief Title IX Officer has ultimate discretion over whether Bellarmine University proceeds when the Complainant does not wish to do so, and the Chief Title IX Officer

may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Chief Title IX Officer's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Bellarmine University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Bellarmine University may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes. The Chief Title IX Officer must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Bellarmine University's ability to pursue a Formal Grievance Process fairly and effectively. When the Chief Title IX Officer executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Bellarmine University proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Bellarmine University's ability to remedy and respond to notice may be limited if the Complainant does not want Bellarmine University to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Bellarmine University's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Bellarmine University to honor that request, Bellarmine University will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Bellarmine University, and to have the incidents investigated and properly resolved through these procedures.

**21. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Bellarmine University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Bellarmino University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## 22. False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Bellarmine University policy.

## 23. Amnesty for Complainants and Witnesses

Bellarmino University community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Bellarmine University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Bellarmine University community that Complainants choose to report misconduct to Bellarmine University officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Bellarmine University maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on

neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

**Students:** Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to Public Safety).

Bellarmino University maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, Bellarmine University may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

## 24. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a. All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c. VAWA<sup>8</sup>-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to the Office of Public Safety regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs staff, public safety, local police, coaches, athletic directors, residence life staff, human resources staff, advisors to student organizations, and any other official with significant respon

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<sup>8</sup> VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

sibility for student and campus activities.

## **INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION (KNOWN AS PROCESS “A”)**

### **1. Overview**

Bellarmino University will act on any formal or informal notice/complaint of violation of the Sexual Discrimination and Misconduct Policy that is received by the Chief Title IX Officer or any other Official with Authority by applying these procedures, known as “Process A.”

The procedures below apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members. Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within

Process A, as determined by the Chief Title IX Officer.

Employees are subject to the terms of their agreements/employees’ rights to the extent those agreements do not conflict with federal or state compliance obligations.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student handbook and employee handbook.

### **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Chief Title IX Officer of an alleged violation of the Policy, Bellarmino University initiates a prompt initial assessment to determine the next steps Bellarmino University needs to take.

Bellarmino University will initiate at least one of three responses:

- i. Offering supportive measures because the Complainant does not want to proceed formally; and/or
- ii. An informal resolution; and/or
- iii. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Bellarmino University will promptly implement effective

remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

### **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Chief Title IX Officer engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Chief Title IX Officer seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - » If they do not wish to do so, the Chief Title IX Officer determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Chief Title IX Officer assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Chief Title IX Officer reaches out to the Complainant to offer supportive measures.
- The Chief Title IX Officer works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Chief Title IX Officer works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - » If a supportive and remedial response is preferred, the Chief Title IX Officer works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - » If an informal resolution option is preferred, the Chief Title IX Officer assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - » If a Formal Grievance Process is preferred, the Chief Title IX Officer determines if the misconduct alleged falls within the scope of Title IX:
    - › If it does, the Chief Title IX Officer will initiate the formal notice to both parties, and the formal investigation and grievance process, directing the investigation to address:
      - an incident, and/or
      - a pattern of alleged misconduct, and/or

- a culture/climate issue, based on the nature of the complaint.
- › If it does not, the Chief Title IX Officer determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), and assesses which policies may apply. Please note that dismissing a complaint under Title IX is just procedural, and does not limit Bellarmine University’s authority to address a complaint with an appropriate process and remedies.

**a. Violence Risk Assessment**

In many cases, the Chief Title IX Officer may determine that a Violence Risk Assessment (VRA) should be conducted by the Care Team for student concerns and by trained staff within Human Resources for employee concerns as part of the initial assessment. A VRA may also be conducted by an external third party who is trained in such matters. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- No contact orders between the parties;
- Whether the Chief Title IX Officer should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer university about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing);
- Whether a Clery Act Timely Warning should be issued
- Issuing a campus ban

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of

the presence of a vague, conditional, or direct threat. VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, or other Care Team members. A VRA authorized by the Chief Title IX Officer should occur in collaboration with the Care Team (for students) or a trained consultant (for employees). When a VRA is required by the Chief Title IX Officer, a Respondent’s refusal to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

**b. Dismissal (Mandatory and Discretionary)<sup>9</sup>**

Bellarmino University must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
  2. The conduct did not occur in an educational program or activity controlled by Bellarmine University (including buildings or property controlled by recognized student organizations), and/or Bellarmine University does not have control of the Respondent; and/or
  3. The conduct did not occur against a person in the United States; and/or
  4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Bellarmine University.
- Bellarmino University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:
1. A Complainant notifies the Chief Title IX Officer in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
  2. The Respondent is no longer enrolled in or employed by Bellarmine University; or
  3. Specific circumstances prevent Bellarmine University from gathering evidence sufficient to reach a determina-

<sup>9</sup>These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

tion as to the formal complaint or allegations therein.

Upon any dismissal, Bellarmine University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **4. Counterclaims**

Bellarmino University is obligated to ensure that the grievance process is not abused for retaliatory purposes. Bellarmine University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims will be assessed for retaliatory intent and those deemed retaliatory in nature will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Chief Title IX Officer.

#### **5. Right to an Advisor**

The parties may each have up to two Advisors of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>10</sup>

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

##### **a. Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to ad-

vice, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of Bellarmine University community. The Chief Title IX Officer will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Bellarmine University, the Advisor will be trained by Bellarmine University and be familiar with Bellarmine University's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Bellarmine University, the Advisor may not have been trained by Bellarmine University and may not be familiar with Bellarmine University policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

##### **b. Advisors in Hearings/Bellarmino University-Appointed Advisor**

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, Bellarmine University will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, Bellarmine University will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

##### **c. Advisor's Role**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

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<sup>10</sup> Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Bellarmine University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Bellarmine University is not obligated to provide an attorney.

**d. Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Bellarmine University's policies and procedures.

**e. Advisor Violations of Bellarmine University Policy**

All Advisors are subject to the same Bellarmine University policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Bellarmine University officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation. Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Chief Title IX Officer will determine how to address the Advisor's non-compliance and future role.

**f. Sharing Information with the Advisor**

Bellarmine University expects that the parties may wish to have Bellarmine University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Bellarmine University also provides a consent form

that authorizes Bellarmine University to share such information directly with their Advisor. The parties must either complete and submit this form to the Chief Title IX Officer (or Deputy) or provide similar documentation demonstrating consent to a release of information to the Advisor before Bellarmine University is able to share records with an Advisor.

**g. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Bellarmine University. Bellarmine University may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Bellarmine University's privacy expectations.

**h. Expectations of an Advisor**

Bellarmine University generally expects an Advisor to adjust their schedule to allow them to attend meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Bellarmine University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

**i. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Chief Title IX Officer if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Chief Title IX Officer of the identity of their hearing Advisor at least two (2) business days before the hearing.

**j. Assistance in Securing an Advisor**

Bellarmine University will refer students and employees to the Louisville Bar Association if a party is seeking legal representation to participate as an Advisor in the process. Options may be found here: <https://www>.

[loulbar.org/public-resources/need-a-lawyer/](http://loulbar.org/public-resources/need-a-lawyer/).

## 6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Bellarmine University policy. No recordings (either video or audio) of meetings or hearings are allowed by any party other than Bellarmine University. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Bellarmine University encourages parties to discuss this with their Advisors before doing so.

### a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Chief Title IX Officer can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Chief Title IX Officer to so indicate. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Bellarmine University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Bellarmine University.

Bellarmino University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### b. Alternate Resolution

Alternate Resolution is an informal process, including mediation or restorative practices, etc. by which a mutually agreed upon resolution of an allegation is reached. All

parties must consent to the use of Alternate Resolution.

The Chief Title IX Officer may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Chief Title IX Officer. The Chief Title IX Officer maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

### c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Chief Title IX Officer will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Chief Title IX Officer will determine whether all parties and Bellarmine University are able to agree on responsibility, sanctions, and/or remedies. If so, the Chief Title IX Officer implements the accepted finding that the Respondent is in violation of Bellarmine University policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms

of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

#### **d. Negotiated Resolution**

The Chief Title IX Officer (or Deputy) with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Bellarmine University. Negotiated Resolutions are not appealable.

### **7. Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

The list of Pool members and a description of the Pool can be found at <https://www.bellarmino.edu/title-ix/>.

#### **a. Pool Member Roles**

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Chief Title IX Officer:

- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

#### **b. Pool Member Roles**

The Chief Title IX Officer appoints the Pool, which acts with independence and impartiality. While members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, Bellarmine University can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best

suited to particular roles.

#### **c. Pool Member Training**

The Pool members receive annual training jointly or based on their respective roles. This training includes, but is not limited to:

- The scope of Bellarmine University’s Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Bellarmine University with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

Specific training is also provided for Appeal Decision-makers, Advisors (who are Bellarmine University employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here <https://www.>

[bellarmine.edu/hr/response-team/](http://bellarmine.edu/hr/response-team/).

#### **d. Pool Membership**

The Pool includes representation from across the university including Student Affairs, Academic Affairs, faculty, Human Resources, and Athletics

Pool members may be outside contracted personnel who are trained in Title IX. This option can be utilized due to internal pool capacity, case complexity or significant potential for conflict of interest.

Pool members are usually appointed to two-year terms. Individuals who are interested in serving in the Pool are encouraged to contact the Chief Title IX Officer.

### **8. Formal Grievance Process: Notice of Investigation and Allegations**

The Chief Title IX Officer (or Deputy) will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Bellarmine University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Bellarmine University’s policy on

retaliation,

- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Bellarmine University’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to Bellarmine University’s VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Chief Title IX Officer any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official Bellarmine University records, or emailed to the parties’ Bellarmine University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

### **9. Resolution Timeline**

Bellarmine University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Chief Title IX Officer, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **10. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Chief Title IX Officer appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed. When utilizing outside contracted Investigators, a one-person model may be used with consideration given to the level of training and

expertise of the individual selected.

### **11. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process [including the Chief Title IX Officer, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Chief Title IX Officer will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Chief Title IX Officer will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Chief Title IX Officer, concerns should be raised with the Chief Human Resources Officer.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Bellarmino University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of the evidence.

### **12. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Bellarmino University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

### **13. Delays in the Investigation Process and Interactions with Law Enforcement**

Bellarmino University may undertake a short delay in its investigation (several days to a few weeks) if circumstances

require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Bellarmino University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Bellarmino University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Bellarmino University will implement supportive measures as deemed appropriate.

Bellarmino University action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

### **14. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Chief Title IX Officer), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Chief Title IX Officer with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional

or dismissed allegations

» Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party

- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Bellarmine University does not intend to rely in reaching a determination, for a ten (10) business day review and

comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).

- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Chief Title IX Officer and/or legal counsel for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

## **15. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Bellarmine University are expected to cooperate with and participate in Bellarmine University's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Bellarmine University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend

to be and is not present for cross examination at a hearing, their written statement may be used at the discretion of the Chief Hearing Officer.

#### **16. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

#### **17. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

#### **18. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Chief Title IX Officer will refer the matter for a hearing, unless the information found warrants a dismissal from the Chief Title IX Officer.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

The Chief Title IX Officer will select an appropriate Decision-maker from the Pool.

#### **19. Hearing Decision-maker Composition**

Bellarmine University will designate a three-member panel from the Pool, at the discretion of the Chief Title IX Officer. One of the three members will be appointed as Chair by the Chief Title IX Officer.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Chief Title IX Officer may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in

the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Chief Title IX Officer may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chief Title IX Officer or Chair.

#### **20. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

#### **21. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Chief Title IX Officer or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all

other campus activities.

- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Chief Title IX Officer at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Chief Title IX Officer at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing may not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Chief Title IX Officer if they do not have an Advisor, and Bellarmine University will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.<sup>11</sup>
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Chief Title IX Officer to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the

end of the term or during the summer, as needed, to meet the resolution timeline followed by Bellarmine University and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

## **22. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Chief Title IX Officer or the Chair at least five (5) business days prior to the hearing.

The Chief Title IX Officer or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Chief Title IX Officer or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

## **23. Pre-Hearing Preparation**

The Chair, after any necessary consultation with the parties, Investigator(s) and/or Chief Title IX Officer, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Chief Title IX Officer as soon

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<sup>11</sup> The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the Chief Title IX Officer concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Chief Title IX Officer will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Chief Title IX Officer as soon as possible. During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

#### **24. Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Chief Title IX Officer, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

#### **25. Hearing Procedures**

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent), Advisors to the parties, any called witnesses, Chief Title IX Officer (or Deputy), and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

#### **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the Chief Title IX Officer reserves the right to proceed with a joint investigation and hearing.

However, the Chief Title IX Officer may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

#### **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Chief Title IX Officer will review and decide the challenge.

The Chair then conducts the hearing according to the hear-

ing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Chief Title IX Officer. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

## **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

## **29. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may explore arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance, subject to any appeal. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Chief Title IX Officer, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

## **30. Refusal to Submit to Cross-Examination and Inferences**

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may use their discretion on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility.

If the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), those statements are not precluded from admission.

The Decision-maker(s) may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party’s Advisor of choice refuses to comply with Bellarmine University’s established rules of decorum for the hearing, Bellarmine University may require the party to use a different Advisor. If a Bellarmine University-provided Advisor refuses to comply with the rules of decorum, Bellarmine University may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **31. Recording Hearings**

Hearings (but not deliberations) are recorded by Bellarmine University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of Bellarmine University will be permitted to listen to the recording in a controlled environment determined by the Chief Title IX Officer. No person will be given or be allowed to make a copy of the recording without permission of the Chief Title IX Officer.

### **32. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the Dean of Students and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Chair will then prepare a written deliberation statement and deliver it to the Chief Title IX Officer, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Chief Title IX Officer within two (2) business days of the end of deliberations, unless the Chief Title IX Officer grants an extension. If an extension is granted, the Chief Title IX Officer will notify the parties.

### **33. Notice of Outcome**

Using the deliberation statement, the Chief Title IX Officer will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome may be reviewed by legal counsel. The Chief Title IX Officer will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-maker(s)' deliberation statement. The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Bellarmine University records, or emailed to the parties' Bellarmine University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Bellarmine University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Bellarmine University is permitted to share such information under state or federal law; any sanctions issued which Bellarmine University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Bellarmine University's educational or employment program or activity, to the extent Bellarmine University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Bellarmine University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **34. Statement of the Rights of the Parties (see Appendix A)**

### 35. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Bellarmine University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation

through the remainder of their tenure as a student at Bellarmine University.

- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Bellarmine University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma:** Bellarmine University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including Bellarmine University registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Bellarmine University may assign any other sanctions as deemed appropriate.

#### b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions, Bellarmine University may assign any other sanctions as deemed appropriate.

### 36. Withdrawal or Resignation While Charges Pending

Students: If a student has an allegation pending for violation of the Sexual Discrimination and Misconduct Policy, Bellarmine University may place a hold on a student's ability to graduate and/or to receive diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Bellarmine University, the

resolution process ends, as Bellarmine University no longer has disciplinary jurisdiction over the withdrawn student.

However, Bellarmine University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Bellarmine University. Such exclusion applies to all campuses of Bellarmine University. A hold will be placed on their ability to be readmitted. They may also be barred from Bellarmine University property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Bellarmine University unless and until all sanctions have been satisfied.

During the resolution process, Bellarmine University may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Bellarmine University no longer has disciplinary jurisdiction over the resigned employee.

However, Bellarmine University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Bellarmine University and the records retained by the Chief Title IX Officer will reflect that status.

All Bellarmine University responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### **37. Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Chief Title IX Officer within 5 days of the delivery of the Notice of Outcome.

A 3-member Appeal Panel will be appointed. The appeal panel will have one Chair who will oversee the review process. No appeal Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed. If it meets the grounds for appeal, the Appeal Panel will then review the appeal and all information regarding the case.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- C. The Chief Title IX Officer, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter; and
- D. Sanction Proportionality – when either party does not agree that the level of sanctions given match the level of severity of the behavior for which the Respondent was found responsible. There must be a finding of responsibility for sanction proportionality to be considered.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the Appeal Panel and other party(ies) and their Advisors, the Chief Title IX Officer, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Chief Title IX Officer, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment

by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Appeal Panel will render a decision in no more than 5 business days, barring exigent circumstances. All decisions will apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Bellarmine University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Bellarmine University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Bellarmine University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. Bellarmine University may still place holds on diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

#### **c. Appeal Considerations**

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation

or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.

- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Panel may consult with the Chief Title IX Officer on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Chief Title IX Officer or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.]
- In rare cases where a procedural error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Bellarmine University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

#### **38. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Chief Title IX Officer may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services

- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Chief Title IX Officer, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Chief Title IX Officer will address any remedies owed by Bellarmine University to the Respondent to ensure no effective denial of educational access.

Bellarmino University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Bellarmine University's ability to provide these services.

### **39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Bellarmine University and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Chief Title IX Officer.

### **40. Recordkeeping**

Bellarmino University will maintain for a period of seven years records of:

- i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- ii. Any disciplinary sanctions imposed on the Respondent;
- iii. Any remedies provided to the Complainant designed

to restore or preserve equal access to Bellarmine University's education program or activity;

- iv. Any appeal and the result therefrom;
- v. Any Informal Resolution and the result therefrom;
- vi. All materials used to train Chief Title IX Officers, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Bellarmine University will make these training materials publicly available on Bellarmine University's website.
- vii. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to Bellarmine University's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Bellarmino University will also maintain any and all records in accordance with state and federal laws.

### **41. Disabilities Accommodations in the Resolution Process**

Bellarmino University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Bellarmine University's resolution process.

Anyone needing such accommodations or support should contact the Director of the Accessibility Resource Center or Human Resources, who will review the request and, in consultation with the person requesting the accommodation and the Chief Title IX Officer, determine which accommodations are appropriate and necessary for full participation in the process.

### **42. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated annually by the Chief Title IX Officer. Bellarmine University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Chief Title IX Officer may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such

as to accommodate summer schedules. The Chief Title IX Officer may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 15, 2023.

## **APPENDIX A: STATEMENT OF RIGHTS OF THE PARTIES**

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Bellarmine University officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Bellarmine University officials.
- The right to have Bellarmine University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Bellarmine University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by Bellarmine University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Bellarmine University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Bellarmine University law enforcement and/or other Bellarmine University officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a Bellarmine University-implemented no-contact order or a no-trespass order against a non-affiliated third party, when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - » Relocating a residential student's housing to a different on-campus location and assistance from Bellarmine University staff in completing the relocation
  - » Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
  - » Transportation accommodations
  - » Visa/immigration assistance
  - » Arranging to dissolve a housing contract and a prorated refund
  - » Exam, paper, and/or assignment rescheduling or adjustment
  - » Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - » Transferring class sections
  - » Temporary withdrawal/leave of absence (may be retroactive)
  - » Campus safety escorts
  - » Alternative course completion options.
- The right to have Bellarmine University maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Bellarmine University's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.

- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Chief Title IX Officers, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Bellarmine University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by Bellarmine University is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Bellarmine University.
- The right to a fundamentally fair resolution as defined in these procedures.

## **APPENDIX B: VIOLENCE RISK ASSESSMENT (VRA)**

Threat assessment is the process of assessing the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

The implementation of VRAs require specific training and are typically conducted by student conduct officers, and/or other Care team members if conducted with a student. In the case of an employee, the VRA would be conducted by a trained consultant.

A VRA occurs in collaboration with the Care team (or consultant) and must be understood as an on-going process, rather than a singular evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use an evidence-based process consisting of:

1. an appraisal of **risk factors** that escalate the potential for violence;
2. a determination of **stabilizing influences** that reduce the risk of violence;
3. a contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of threat; fixation and focus on target; grievance collection; and action and time imperative for violence; and
4. the application of **intervention and management** approaches to reduce the risk of violence.

To assess an individual's level of violence risk, the Chief Title IX Officer will initiate the violence risk assessment process through the Care Team or outside consultant. The Care Team will assign a trained individual(s) to perform the assessment, according to the specific nature of the Title IX case.

The assessor will follow the process for conducting a violence risk assessment and will rely on a consistent, research-based, reliable system that allows for the operationalization of the risk levels.

Some examples of formalized approaches to the VRA process include: The NaBITA Risk Rubric,<sup>13</sup> The Structured Interview for Violence Risk Assessment (SIVRA-35),<sup>14</sup> Workplace Assessment of Violence Risk (WAVR-21),<sup>15</sup> .

The VRA is conducted independently from the Title IX process, free from outcome pressure, but is informed by it. The individual(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The assigned individual conducts a VRA process and makes a recommendation to the Chief Title IX Officer as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to health and/or safety of an individual or the community.

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<sup>13</sup> [www.nabita.org/tools](http://www.nabita.org/tools)

<sup>14</sup> [www.nabita.org/resources/assessment-tools/sivra-35/](http://www.nabita.org/resources/assessment-tools/sivra-35/)

<sup>15</sup> [www.wavr21.com](http://www.wavr21.com)

## APPENDIX C: PROCESS B

- Process B is applicable when the Chief Title IX Officer determines Process A is inapplicable, or offenses subject to Process A have been dismissed.
- If Process A is applicable, Process A must be applied in lieu of Process B.
- Bellarmine University can substitute any alternative process instead of Process B, if desired.
- VAWA Section 304 requirements apply to Process B or any alternative process for reports that fall under VAWA.
- Title IX requirements outside of Section 106.30 (based on the original 1975 regulations, the 2001 Revised Guidance, etc.) may also be applicable to Process B.
- This includes but is not limited to, when jurisdiction for Title IX is not met but the alleged behavior if having taken place would otherwise be a violation of sexual misconduct.”

### INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF BELLARMINI UNIVERSITY SEXUAL DISCRIMINATION AND MISCONDUCT POLICY

Bellarmino University will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination that is received by the Chief Title IX Officer<sup>16</sup> or a member of the administration, faculty, or other employee, with the exception of confidential resources, as articulated in the Policy above.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, faculty members, or third parties, with the exception of at-will employees.

These procedures may also be used to address collateral misconduct arising from the investigation of or occurring in conjunction with harassing or discriminatory conduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student, faculty, and staff handbooks.

#### 1. Initial Assessment

Following intake, receipt of notice, or a complaint of an alleged violation of Bellarmine University’s nondiscrimination Policy, the Chief Title IX Officer<sup>17</sup> engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- The Chief Title IX Officer reaches out to the Complainant to offer supportive measures.
- The Chief Title IX Officer works with the Complainant to ensure they have an Advisor.
- The Chief Title IX Officer works with the Complainant to determine whether the Complainant prefers a supportive response or an Administrative Resolution.
  - » If a supportive and remedial response is preferred, the Chief Title IX Officer works with the Complainant to identify their wishes and then seeks to facilitate implementation. The Administrative Resolution process is not initiated, though the Complainant can elect to initiate it later, if desired.
  - » If an Informal Resolution option is preferred, the Chief Title IX Officer assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
  - » If Administrative Resolution is preferred, the Chief Title IX Officer initiates the investigation process and determines whether the scope of the investigation will address:
    - › Incident, and/or
    - › A potential pattern of misconduct, and/or
    - › A culture/climate issue.
- In many cases, the Chief Title IX Officer may determine that a Violence Risk Assessment (VRA) should be conducted by the Care Team or outside consultant as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:
  - » Interim suspension of a Respondent who is a threat to health/safety;
  - » Whether the Chief Title IX Officer should pursue Administrative Resolution absent a willing/able Complainant;
  - » Whether to put the investigation on the footing of incident and/or pattern and/or climate;

<sup>16</sup> All references herein to a Chief Title IX Officer also include a designee of the Chief Title IX Officer.

<sup>17</sup> If circumstances require, the Senior Vice President for Administration and Trustee Affairs or Chief Title IX Officer will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

- » To help identify potentially predatory conduct;
- » To help assess/identify grooming behaviors;
- » Whether a Complaint is amenable to Informal Resolution, and what modality may be most successful;
- » Whether to permit a voluntary withdrawal by the Respondent;
- » Whether to impose transcript notation or communicate with a transfer Bellarmine University about a Respondent;
- » Assessment of appropriate sanctions/remedies;
- » Whether a Clery Act Timely Warning/Trespass order is needed.

More about Bellarmine University's process for VRA can be found in Appendix B.

Based on the initial assessment, Bellarmine University will initiate one of two responses:

- Informal Resolution – typically used for less serious offenses and only when all parties agree to Alternate Resolution, or when the Respondent is willing to accept responsibility for violating policy. This can also include a remedies-only response.
- Administrative Resolution – investigation of policy violation(s) and recommended finding, subject to a determination by the Chief Title IX Officer or Decision-maker and the opportunity to appeal to an Appeal Decision-maker.

The investigation and the subsequent Administrative Resolution determine whether the nondiscrimination policy has been violated. If so, Bellarmine University will promptly implement effective remedies designed to end the discrimination, prevent recurrence, and address the effects.

The process followed considers the preference of the parties but is ultimately determined at the discretion of the Chief Title IX Officer. At any point during the initial assessment or formal investigation, if the Chief Title IX Officer determines that reasonable cause does not support the conclusion that policy has been violated, the process will end, and the parties will be notified.

The Complainant may request that the Chief Title IX Officer review the reasonable cause determination and/or re-open the investigation. This decision lies in the sole discretion of the Chief Title IX Officer, but the request is usually only granted in extraordinary circumstances.

## 2. Resolution Process Pool

The resolution processes rely on a pool of officials ("Pool") to carry out the process. The list of members and a description of the Pool can be

found at <https://www.bellarmino.edu/titleix>. Members of the Pool are trained annually in all aspects of the resolution process and can serve in any of the following roles, at the direction of the Chief Title IX Officer:

- To provide sensitive intake for and initial advice pertaining to the allegations
- To act as optional process Advisors to the parties
- To investigate allegations
- To serve as a Decision-maker

The Chief Title IX Officer, carefully vets Pool members for potential conflicts of interest or disqualifying biases and appoints the Pool, which acts with independence and impartiality.

Pool members receive annual training organized by the Chief Title IX Officer, including a review of Bellarmine University policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety, and promote accountability.

The Pool members receive annual training specific to their role. This training includes, but is not limited to:

- The scope of Bellarmine University's Sexual Discrimination and Misconduct Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- Types of evidence
- Deliberation
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Bellarmine University with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy

- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
  - How to serve impartially, by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
  - Any technology to be used
  - Issues of relevance of questions and evidence
  - Issues of relevance to create an investigation report that fairly summarizes relevant evidence
  - How to determine appropriate sanctions in reference to all forms of harassment and discrimination allegations
- Specific training is also provided for Appeal Decision-makers, intake personnel, and Advisors.

### 3. Counterclaims

Counterclaims by the Respondent may be made in good faith but are also sometimes made for purposes of retaliation. Bellarmine University is obligated to ensure that any process is not abused for retaliatory purposes.

Bellarmino University permits the filing of counterclaims, but uses the initial assessment, described above in the Policy section, to assess whether the allegations are made in good faith. If they are, the allegations will be processed using the resolution procedures below, typically after resolution of the underlying allegation.

A delay in the processing of counterclaims is permitted, accordingly. Occasionally, allegations and counterclaims can be resolved through the same investigation, at the discretion of the Chief Title IX Officer. When counterclaims are not made in good faith, they will be considered retaliatory, and may constitute a violation of this Policy

### 4. Advisors

#### a. Expectations of an Advisor

Bellarmino University generally expects an Advisor to adjust their schedule to allow them to attend Bellarmine University meetings when planned, but Bellarmine University may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Bellarmino University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing,

or other similar technologies as may be convenient and available.

Parties whose Advisors are disruptive or who do not abide by Bellarmine University policies and procedures may face the loss of that Advisor and/or possible Policy violations.

Advisors are expected to consult with their advisees without disrupting Bellarmine University meetings or interviews. Advisors do not represent parties in the process; their role is only to advise.

#### b. Expectations of the Parties with Respect to Advisors

Each party may choose an Advisor<sup>18</sup> who is eligible and available<sup>19</sup> to accompany them throughout the process. The Advisor can be anyone, including an attorney, but should not be someone who is also a witness in the process. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout.

The parties are expected to inform the Investigators of the identity of their Advisor at least two (2) business days before the date of their first meeting with the Investigator(s) (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Investigator(s) and/or the Chief Title IX Officer if they change Advisors at any time.

Upon written request of a party, Bellarmine University will copy the Advisor on all communications between Bellarmine University and the party.

At the discretion of the Chief Title IX Officer, more than one Advisor may be permitted to the parties, upon request. For equity purposes, if one party is allowed another Advisor, the other party must be allowed another as well.

### 5. Resolution Options

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with Bellarmine University Policy.

While there is an expectation of privacy around what is discussed during interviews, the parties have discretion to share

<sup>18</sup>This could include an attorney, advocate, or support person. Witnesses are not entitled to Advisors within the process, though they can be advised externally. If Bellarmine University allows more than one Advisor for one party, they should do so for all parties.

<sup>19</sup>"Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

their own experiences with others if they so choose, but are encouraged to discuss with their Advisors first before doing so.

**a. Informal Resolution**

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter through Alternate Resolution mediation, restorative practices, etc., or when the Respondent accepts responsibility for violating Policy, or when the Chief Title IX Officer can resolve the matter informally by providing remedies to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Administrative Resolution may be pursued.

**i. Alternate Resolution**

Alternate Resolution is an informal process, such as mediation or restorative practices, by which a mutually agreed upon resolution of an allegation is reached. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Administrative Resolution process (described below) to resolve conflicts. The parties must consent to the use of Alternate Resolution.

The Chief Title IX Officer determines if Alternate Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Alternate Resolution.

In an Alternate Resolution meeting, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Institutionally-imposed sanctions are not possible as the result of an Alternate Resolution process, though the parties may agree to accepted sanctions and/or appropriate remedies.

The Chief Title IX Officer maintains records of any resolution that is reached, and failure to abide by the resolution can result in appropriate enforcement actions.

Alternate Resolution is not typically the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Administrative Resolution process is completed should the parties and the Chief Title IX Officer believe it could be beneficial. The

results of Alternate Resolution are not appealable.

**ii. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent accepts responsibility, the Chief Title IX Officer makes a determination that the individual is in violation of Bellarmine University Policy.

The Chief Title IX Officer then determines appropriate sanction(s) or responsive actions, which are promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the conduct, both on the Complainant and the community.

If the Respondent accepts responsibility for all of the alleged policy violations and the Chief Title IX Officer or designee has determined appropriate sanction(s) or responsive actions, which are promptly implemented, the process is over. The Complainant will be informed of this outcome.

If the Respondent accepts responsibility for some of the alleged policy violations and the Chief Title IX Officer has determined appropriate sanction(s) or responsive actions, which are promptly implemented, for those violations, then the remaining allegations will continue to be investigated and resolved. The Complainant will be informed of this outcome. The parties are still able to seek Alternate Resolution on the remaining allegations, subject to the stipulations above.

**iii. Negotiated Resolution**

The Chief Title IX Officer, with the consent of the parties, may negotiate and implement any agreement to resolve the allegations that satisfies all parties and Bellarmine University.

**b. Administrative Resolution**

Administrative Resolution can be pursued for any behavior for which the Respondent has not accepted responsibility that constitutes conduct covered by the Equal Opportunity, Harassment, and Nondiscrimination Policy at any time during the process. Administrative Resolution starts with a thorough, reliable, and impartial investigation.

If Administrative Resolution is initiated, the Chief Title IX Officer will provide written notification of the investigation to the parties at an appropriate time during the investigation. Typically, notice is given at least 48 hours in advance of an interview. Advanced notice

facilitates the parties' ability to identify and choose an Advisor, if any, to accompany them to the interview.

Notification will include a meaningful summary of the allegations, will be made in writing, and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Bellarmine University records, or emailed to the parties' Bellarmine University-issued or designated email account.

Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The notification should include the policies allegedly violated, if known at the time. Alternatively, the policies allegedly violated can be provided at a later date, in writing, as the investigation progresses, and details become clearer.

Bellarmino University aims to complete all investigations within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Chief Title IX Officer, with notice to the parties as appropriate.

Once the decision is made to commence an investigation, the Chief Title IX Officer appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) days of determining that an investigation should proceed.

The Chief Title IX Officer will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias.

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Chief Title IX Officer will determine whether the concern is reasonable and supportable. If so, another Investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the bias or conflict relates to the Chief Title IX Officer, concerns should be raised with Dana Hummel, Chief Human Resource Officer.

Investigations are completed expeditiously, normally within 30 business days, though some investigations take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Bellarmino University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Bellarmino University may undertake a short delay in

its investigation (several days to weeks, to allow evidence collection) when criminal charges based on the same behaviors that invoke Bellarmine University's resolution process are being investigated by law enforcement. Bellarmine University will promptly resume its investigation and resolution process once notified by law enforcement that the initial evidence collection process is complete.

Bellarmino University action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, though the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record.

## **6. Investigation**

The Investigators typically take the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Chief Title IX Officer), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct
- Assist the Chief Title IX Officer with conducting an initial assessment to determine if there is reasonable cause to believe the Respondent has violated policy
- If there is insufficient evidence to support reasonable cause, the process is closed with no further action
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all parties and witnesses
- Meet with the Complainant to finalize their statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA) on the basis of the initial assessment. Notice may be one step or multiple steps, depending on how the investigation unfolds, and potential policy violations may be added or dropped as more is learned. Investigators will update the NOIA accordingly and provide it to the parties.

- Notice should inform the parties of their right to have the assistance of a Pool member as a process Advisor appointed by Bellarmine University other Advisor of their choosing present for all meetings attended by the advisee
- When formal notice is being given, it should provide the parties with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result
- Give an instruction to the parties to preserve any evidence that is directly related to the allegations
- Provide the parties and witnesses with an opportunity to review and verify the Investigator's summary notes from interviews and meetings with that specific party or witness
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- Interview all relevant individuals and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest questions they wish the Investigator(s) to ask of the other party and witnesses
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, summarize for the parties the list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation and all evidence
- Provide parties with a copy of the draft investigation report when it is completed, including all relevant evidence, analysis, credibility assessments, and recommended finding(s)
- Provide each party with a full and fair opportunity to respond to the report in writing within 5 business days and incorporate that response into the report
- Investigators may choose to respond in writing in the report to the responses of the parties, and/or to share the responses between the parties for their responses, while also ensuring that they do not create a never-

ending feedback loop

- Share the report with the Chief Title IX Officer or legal counsel for review and feedback.
- Provide the final report to the Chief Title IX Officer with one of two options:
  - » Include in the report a recommendation to the Chief Title IX Officer/Decision-maker on a determination, based on a preponderance of the evidence, whether a policy violation is more likely than not to have occurred; OR
  - » Gather, assess, and synthesize evidence without making a finding, conclusion, determination or recommendation.
- Provide the final report to the Chief Title IX Officer. Recommend to the Chief Title IX Officer a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).

## 7. Determination

Within two to three days of receiving the Investigator's recommendation, the Chief Title IX Officer or a trained, designated Decision-maker from the Pool<sup>20</sup> reviews the report and all responses, and then makes the final determination on the basis of the preponderance of the evidence.

If the record is incomplete, the Chief Title IX Officer/Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the parties or any witnesses, if needed.

The recommendation of the investigation should be strongly considered but is not binding on the Chief Title IX Officer/Decision-Maker. The Chief Title IX Officer or Decision-maker may invite and consider impact statements from the parties if and when determining appropriate sanction(s), if any.

The Chief Title IX Officer then timely provides the parties with a written Notice of Outcome to include findings, any sanction(s), and a detailed rationale, delivered simultaneously (without undue delay) to the parties.

## 8. Additional Details of the Investigation Process

### a. Witness responsibilities

Witnesses (as distinguished from the parties) who are faculty or staff of Bellarmine University are expected to cooperate with and participate in Bellarmine University's investigation and resolution process. Failure of a witness to cooperate with and/or participate in the investigation or resolution process constitutes a violation of Policy and may be subject to discipline.

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<sup>20</sup> When the Chief Title IX Officer is the Investigator or has been heavily involved in the process prior to determination, a Decision-maker should be designated from the Pool to ensure there is no conflict of interest.

#### **b. Remote processes**

Parties and witnesses may be interviewed remotely by phone, video conferencing, or similar technologies if the Investigator(s) or Decision-maker determine that timeliness or efficiency dictates a need for remote interviewing. Witnesses may also provide written statements in lieu of interviews, or respond to questions in writing, if deemed appropriate by the Investigator(s), though this approach is not ideal. Where remote technologies are used, Bellarmine University makes reasonable efforts to ensure privacy, and that any technology does not work to the detriment of any party or subject them to unfairness.

#### **c. Recording**

No unauthorized audio or video recording of any kind is permitted during the resolution process. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

#### **d. Evidence**

Any evidence that is relevant and credible may be considered, including an individual's prior misconduct history as well as evidence indicating a pattern of misconduct. The process should exclude irrelevant or immaterial evidence and may disregard evidence lacking in credibility or that is improperly prejudicial.

#### **e. Sexual history/patterns**

Unless the Chief Title IX Officer determines it is appropriate, the investigation and the finding do not consider: (1) incidents not directly related to the possible violation, unless they evidence a pattern; (2) the sexual history of the parties (though there may be a limited exception made with regard to the sexual history between the parties); or (3) the character of the parties.

#### **f. Previous allegations/violations**

While previous conduct violations by the Respondent are not generally admissible as information supporting the current allegation, the Investigator(s) may supply the Chief Title IX Officer with information about previous good faith allegations and/or findings, when that information suggests potential pattern and/or predatory conduct.

Previous disciplinary action of any kind involving the Respondent may be considered in determining the appropriate sanction(s), if Bellarmine University uses a progressive discipline system.

#### **g. Character witnesses**

Neither the Chief Title IX Officer nor the Investigator(s) meet with character witnesses. Character statements are not allowable witnesses for this policy and procedure.

#### **h. Notification of outcome**

If the Respondent admits to the violation(s), or is found in violation, the Chief Title IX Officer [in consultation with other administrators as appropriate] determines sanction(s) and/or responsive actions, which are promptly implemented in order to effectively to stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

The Chief Title IX Officer informs the parties of the determination within two to three business days of the resolution, ideally simultaneously, but without significant time delay between notifications. Notifications are made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Bellarmine University records; or emailed to the parties' Bellarmine University-issued or designated email account. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

The Notification of Outcome specifies the finding for each alleged policy violation, any sanction(s) that may result which Bellarmine University is permitted to share pursuant to state or federal law, and the rationale supporting the essential findings to the extent Bellarmine University is permitted to share under state or federal law.

The notice will detail when the determination is considered final and will detail any changes that are made prior to finalization.

Unless based on an acceptance of violation by the Respondent, the determination may be appealed by either party. The Notification of Outcome also includes the grounds on which the parties may appeal and the steps the parties may take to request an appeal of the findings. More information about the appeal procedures can be found in section 11 below.

### **9. Sanctions**

Factors considered when determining any sanction(s)/responsive action(s) may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation

- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Chief Title IX Officer

The sanction(s) will be implemented as soon as is feasible. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

#### a. Student Sanctions

The following are the sanctions that may be imposed upon students or student organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any Bellarmine University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of Bellarmine University Policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Bellarmine University policy, procedure or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Bellarmine University. At the discretion of the Chief Title IX Officer, this sanction may be noted as a Disciplinary Suspension on the student's official transcript.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend Bellarmine University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.

- **Withholding Diploma and/or Official Transcripts:** Bellarmine University may withhold a student's diploma and/or official transcripts for a specified period of time, and/or deny a student participation in commencement activities, if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including Bellarmine University registration), for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Bellarmine University may assign any other sanctions as deemed appropriate.

#### b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- **Warning** – Verbal or Written
- **Performance Improvement/Management Process**
- **Required Counseling**
- **Required Training or Education**
- **Probation**
- **Loss of Annual Pay Increase**
- **Loss of Oversight or Supervisory Responsibility**
- **Demotion**
- **Suspension with pay**
- **Suspension without pay**
- **Termination**
- **Other Actions:** In addition to or in place of the above sanctions, Bellarmine University may assign any other sanctions as deemed appropriate.

#### 10. Withdrawal or Resignation While Charges are Pending

**Students:** Bellarmine University does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination. Bellarmine University may place a hold, bar access to an official transcript, and/or prohibit graduation as necessary to permit the resolution process to be completed.

**Employees:** Should an employee resign with unresolved allegations pending, the records of the Chief Title IX Officer will reflect that status, and any Bellarmine University responses to future inquiries regarding employment references for that individual will include the former employee's unresolved status.

#### 11. Appeals

All requests for appeal consideration must be submitted in writing to the Chief Title IX Officer within 5 business days of the

delivery of the written finding of the Chief Title IX Officer or Decision-maker. Any party may appeal the findings only on the grounds described below.

An Appeal Panel and Chair Decision-maker chosen from the Pool will be designated by the Chief Title IX Officer from those who have not been involved in the process previously. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, failure to correctly apply the evidentiary standard.
- To consider new evidence, unknown or unavailable during the investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

When any party requests an appeal, the Chief Title IX Officer will share the appeal request with the other party(ies) or other appropriate persons such as the Investigator(s), who may file a response within three (3) business days. The other party may also bring their own appeal on separate grounds.

If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within 5 business days. These responses or appeal requests will be shared with each party. The Appeal Chair will review the appeal request(s) within 5 business days of completing the pre-appeal exchange of materials. If grounds are not sufficient for an appeal, or the appeal is not timely, the appeal Chair dismisses the appeal.

When the appeal Chair finds that at least one of the grounds is met by at least one party, additional principles governing the review of appeals include the following:

- Decisions by the Appeal Chair/Panel are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is compelling justification to do so.
- Appeals are not intended to be full re-hearings (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the investigation and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for the Appeal Chair/Panel to substitute their judgment for that of the original Investigator(s) or Chief Title IX Officer/Decision-maker merely because they disagree with the finding and/or sanction(s).
- Appeals granted based on new evidence should normally be remanded to the Investigator(s) for reconsideration. Other appeals should be remanded at the discretion of

the Appeal Chair/Panel.

- Sanctions imposed as the result of Administrative Resolution are implemented immediately unless the Chief Title IX Officer stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
  - » For students: Graduation, study abroad, internships/externships, etc., do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- All parties will be informed in writing within 5 business days of the outcome of the appeal without significant time delay between notifications, and in accordance with the standards for Notice of Outcome as defined above.
- Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand. When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above, and in accordance with these procedures.
- In rare cases when a procedural error cannot be cured by the original Investigator(s) and/or Chief Title IX Officer/Decision-maker (as in cases of bias), the Appeal Chair/Panel may recommend a new investigation and/or Administrative Resolution process, including a new resolution administrator.
- The results of a new Administrative Resolution process can be appealed once, on any of the three applicable grounds for appeals.
- In cases in which the appeal results in Respondent's reinstatement to Bellarmine University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## 12. Long-Term Remedies/Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Chief Title IX Officer may implement long-term remedies or actions with respect to the parties and/or the campus community to stop the harassment, discrimination, and/or retaliation; remedy its effects; and prevent its reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community

- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Chief Title IX Officer, long-term remedies may also be provided to the Complainant even if no policy violation is found.

When no policy violation is found, the Chief Title IX Officer will address any remedial requirements owed by Bellarmine University to the Respondent.

### **13. Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions**

All Respondents are expected to comply with conduct sanctions, responsive actions, and corrective actions within the timeframe specified by the Chief Title IX Officer.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/responsive/corrective action(s), including suspension, expulsion, and/or termination from Bellarmine University and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Chief Title IX Officer.

### **14. Recordkeeping**

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept indefinitely, or as required by state or federal law or institutional policy, by the Chief Title IX Officer in the Title IX case database.

### **15. Statement of the Rights of the Parties (see Appendix A)**

#### **16. Disabilities Accommodation in the Resolution Process**

Bellarmino University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process at Bellarmine University. Anyone needing such accommodations or support should contact the Director of the Accessibility Resource Center, who will review the request and, in consultation with the person requesting the accommodation, and the Chief Title IX Officer, determine which accommodations are appropriate and necessary for full participation in the process.

### **17. Revision**

These policies and procedures will be reviewed and updated annually by the Chief Title IX Officer. Bellarmine University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect.

The Chief Title IX Officer may make minor modifications to these procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules.

The Chief Title IX Officer may also vary procedures materially with notice (on Bellarmine University website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure.

Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred.

Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy.

If government regulations change in a way that impacts this document, this document will be construed to comply with the most recent government regulations.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedure was implemented in August 17th, 2024.





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# Parking Guide

2024 - 2025 ACADEMIC YEAR



The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. All University personnel and students assume responsibility for any citations they receive for improper parking, including payment of fines. There are limited on campus parking spaces, so parking is first come, first served, and not guaranteed for any permit holder.

Bellarmino University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.

## **VEHICLE REGISTRATION AND PARKING PERMIT TAGS**

All University personnel and students must have a valid parking permit displayed in their vehicle in order to park on Bellarmine University property. To obtain a parking permit, register online at [experience.bellarmino.edu](http://experience.bellarmino.edu).

The Office of Public Safety and Transportation, Room CNTH 054 of Centro Treece Hall, issues parking permits for students 24 hours a day, 7 days a week.

The Office of Student Accounts, Room CNHH 208 of Centro Horrigan Hall, issues parking permits for employees M-F 8am-5pm.

The parking permit fee for students is included in the comprehensive fee. The individual registering the permit is responsible for all parking violations in any vehicle displaying the permit. Faculty, staff, and students may purchase and be issued one parking permit. A permit may be transferred to any vehicle driven on Bellarmine University property. The individual who purchases and registers the permit is responsible for all parking violations in any vehicle displaying the permit.

### **ALL VEHICLE REGISTRATIONS AND PARKING PERMIT TAGS EXPIRE JULY 31 OF EACH YEAR.**

Parking permit tags must be displayed on the rearview mirror of the vehicle. Display permit number facing outwards. If driving a motorcycle or motorbike, you will be issued a permit from the Office of Public Safety and Transportation that can be adhered where it is visible on the motorcycle/motorbike. Use of the parking permit is restricted solely to the person issued the permit. Only faculty/staff may receive a second permit. Faculty/staff may do so at no additional cost by registering a second vehicle. If a third permit tag is needed, request approval from the Director of Public Safety, once approved you will be charged \$25.00.

The theft or loss of a parking permit should be reported to

the Office of Public Safety and Transportation immediately. In the event that a vehicle is stolen, and the permit is no longer obtainable, the individual may provide a police report to the Office of Public Safety and Transportation for a replacement permit at no charge. If the permit was lost or stolen on campus property, please contact the Office of Public Safety and Transportation to file a report. If the permit is lost or stolen and a police report is not provided, the individual will need to remit payment for \$25.00 for a replacement permit.

Subsequent replacement permits will result in a charge of \$50.00 for each additional replacement permit. Recovered, lost or stolen permits should be returned to the Office of Public Safety and Transportation.

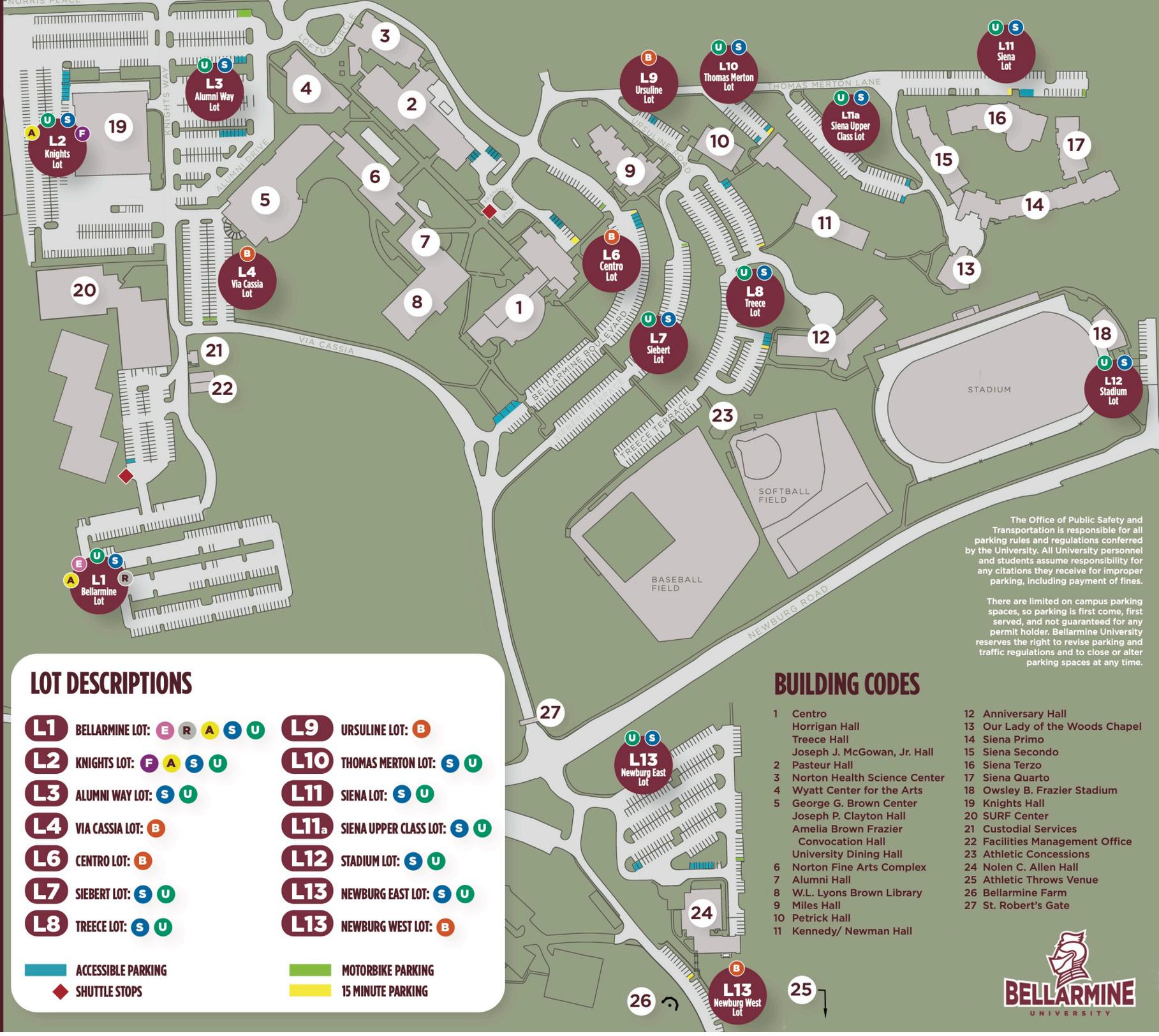
Any egregious violation of the parking policy such as tampering, altering, or giving a permit to an unauthorized person will be referred to the Office of Public Safety and Transportation and the Dean of Students Office for investigation.

## **ENFORCEMENT**

Prior to enforcing parking regulations, the Office of Public Safety and Transportation will announce a grace period to the community that will allow for warning tickets to be issued for a duration of time at the beginning of each semester in an academic year before beginning to issue citations for parking violations. Enforcement of the parking regulations will be suspended during the period from 5:00 p.m. on Friday through 9:00 p.m. on Sunday, as well as during events that draw a large number of visitors to the campus. Please note that rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass, or landscaped areas, and moving violations will be enforced at all times.

Parking is permitted on campus in available spaces on a First Come First Served Basis, but only in designated paved areas. Owning a parking permit does not guarantee parking on campus. Reserved markings may appear on signs or be painted on the pavement. Compliance with these restrictions will be strictly enforced. All permits may park in any open non-reserved faculty/staff and/or upper-class designated parking lots from 5:00 p.m. on Friday through 9:00 p.m. on Sunday; however, please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved or restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

# Bellarmine University Parking



## PERMIT CODES

- A** ALUMNI & SURF PATRON
- B** FACULTY & STAFF  
B permits may park in any lot
- E** FACULTY & STAFF, LOT 1 ONLY
- U** UPPER-CLASS STUDENT RESIDENTS
- S** STUDENT
- F** FIRST-TIME, FULL-TIME COMMUTER
- R** FIRST-TIME, FULL-TIME RESIDENT

## LOT DESCRIPTIONS

- |  |  |
|--|--|
| <b>L1</b> BELLARMINA LOT: <b>E R A S U</b> | <b>L9</b> URSULINE LOT: <b>B</b>                         |
| <b>L2</b> KNIGHTS LOT: <b>F A S U</b>      | <b>L10</b> THOMAS MERTON LOT: <b>S U</b>                 |
| <b>L3</b> ALUMNI WAY LOT: <b>S U</b>       | <b>L11</b> SIENA LOT: <b>S U</b>                         |
| <b>L4</b> VIA CASSIA LOT: <b>B</b>         | <b>L11<sub>a</sub></b> SIENA UPPER CLASS LOT: <b>S U</b> |
| <b>L6</b> CENTRO LOT: <b>B</b>             | <b>L12</b> STADIUM LOT: <b>S U</b>                       |
| <b>L7</b> SIEBERT LOT: <b>S U</b>          | <b>L13</b> NEWBURG EAST LOT: <b>S U</b>                  |
| <b>L8</b> TREECE LOT: <b>S U</b>           | <b>L13</b> NEWBURG WEST LOT: <b>B</b>                    |

- ACCESSIBLE PARKING
- MOTORBIKE PARKING
- SHUTTLE STOPS
- 15 MINUTE PARKING

## BUILDING CODES

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 Centro</li> <li>2 Horrigan Hall</li> <li>3 Treece Hall</li> <li>4 Joseph J. McGowan, Jr. Hall</li> <li>5 Wyatt Center for the Arts</li> <li>6 George G. Brown Center</li> <li>7 Joseph P. Clayton Hall</li> <li>8 Amelia Brown Frazier Convocation Hall</li> <li>9 University Dining Hall</li> <li>10 Norton Fine Arts Complex</li> <li>11 Alumni Hall</li> <li>12 W.L. Lyons Brown Library</li> <li>13 Miles Hall</li> <li>14 Petrick Hall</li> <li>15 Kennedy/ Newman Hall</li> </ul> | <ul style="list-style-type: none"> <li>16 Anniversary Hall</li> <li>17 Our Lady of the Woods Chapel</li> <li>18 Siena Primo</li> <li>19 Siena Secondo</li> <li>20 Siena Terzo</li> <li>21 Siena Quarto</li> <li>22 Owsley B. Frazier Stadium</li> <li>23 Knights Hall</li> <li>24 SURF Center</li> <li>25 Custodial Services</li> <li>26 Facilities Management Office</li> <li>27 Athletic Concessions</li> <li>28 Nolen C. Allen Hall</li> <li>29 Athletic Throws Venue</li> <li>30 Bellarmine Farm</li> <li>31 St. Robert's Gate</li> </ul> |
|--|---|

The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. All University personnel and students assume responsibility for any citations they receive for improper parking, including payment of fines.

There are limited on campus parking spaces, so parking is first come, first served, and not guaranteed for any permit holder. Bellarmine University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.



## PERMIT DESCRIPTIONS

**A**

### ALUMNI/SURF PATRON PARKING

Vehicles with a designated "A" permit (Alumni/SURF) may park in Lot 2, Knights Lot, Lot 1, Bellarmine Lot.

**B**

### FACULTY AND STAFF MEMBER PARKING

Only vehicles with a designated "B" permit (faculty/staff) will be allowed to park in Lot 6: Centro, Lot 4 Via Cassia, Lot 9 Ursuline, and Lot 13 West Newburg. Faculty and staff members are not allowed to park in the spaces designated by Admissions for prospective students. Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking. Please attempt to park in your designated lot.

**E**

### DESIGNATED PARKING FOR EMPLOYEES

Faculty and staff members can purchase an "E" permit for \$10.00. Faculty and staff members with an "E" permit will be required to park in Lot 1: Bellarmine Lot only, which allows for "E" and "R" permit holders.

**U**

### STUDENT PARKING UPPER CLASS PARKING

"U" Designated Parking Permit (Junior and Senior Residents Only)

Vehicles with a designated "U" permit may park in the designated upper-class lot. This is Lot 11a, Siena Lot. "U" permit holders may park in all lots designated for "S" permit holders. "U" permit holders may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.

**S**

### "S" DESIGNATED PARKING PERMIT

Vehicles with a "S" permit may park in the with a designated "S" permit may park in Lot 1, Bellarmine Lot, Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 10, Thomas Merton Lot, Lot 11 B, Siena Lot, Lot 12 Stadium Lot, Lot 13, Newburg Lot East, Lot 14, Bishop Lot, Lot 15, Sports Complex, Lot 16 Watterson Bldg. Vehicles with an "S" permit may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.

**F**

### FIRST-YEAR STUDENT PARKING

"F" Designated Parking Permit (First-Year Commuters) First-time Full-time commuting students will be issued an "F" designated parking permit and will be required to park in Lot 2: Knights or in Lot 1, Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. F permits may not park in any other designated lot. "F" permits cannot park in Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their "F" parking permit their entire first year, regardless of how many credit hours they may have earned.

**R**

### FIRST-YEAR RESIDENT PARKING

"R" Designated Parking Permit (First-Year Residents) First-time Full-time residents with a designated "R" permit will be required to park in Lot 1: Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. R permits may not park in any other designated lot. "R" permits cannot park in Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their "R" parking permit their entire first year, regardless of how many credit hours they may have earned.

For more information about Parking at Bellarmine, contact The Office of Public Safety and Transportation at [security@bellarmine.edu](mailto:security@bellarmine.edu) or call 502-272-7777.

## **PERMIT CODES**

- Alumni and Surf Patron: Code A
- Faculty and staff members: Code B
- Faculty and staff members restricted to Lot 1 – Bellarmine Lot: Code E
- Upper-class Student Residents: Code U
- Student: Code S
- First-Time, Full-Time Commuter: Code F
- First-Time, Full-Time Resident: Code R

## **LOT DESCRIPTIONS**

- Lot 1 – Bellarmine Lot  
Permits allowed to park in Lot 1: “E” “R” “F” “S” “U” “A”  
Location of Lot 1: Follow Via Cassia to the back of campus, take a left at the stop sign.
- Lot 2 – Knights Lot  
Permits allowed to park in Lot 2: “F” “A” “S” “U”  
Location of Lot 2: Borders East, North and West of Knights Hall to the North of Knights Way
- Lot 3 – Alumni Way Lot  
Permits allowed to park in Lot 3: “S” “U” “A”  
Location of Lot 3: Between Alumni Drive and Knights Way
- Lot 4 – Via Cassia Lot  
Permits allowed to park in Lot 4: “B”  
Location of Lot 4: Between Alumni Drive and Via Cassia
- Lot 5 – Franciscan Lot  
Permits allowed to park in Lot 5: Reserved/Accessible permits only  
Location of Lot 5: From the side of Pasteur Hall to Centro/Horrigan Hall by the Public Safety Office
- Lot 6 – Centro Lot  
Permits allowed to park in Lot 6: “B”  
Location of Lot 6: Directly in front of Centro
- Lot 7 – Seibert Lot  
Permits allowed to park in Lot 7: “S” “U”  
Location of Lot 7: Seibert Terrace
- Lot 8 – Treece Lot  
Permits allowed to park in Lot 8: “S” “U”  
Location of Lot 8: Treece Terrace
- Lot 9 – Ursuline Lot  
Permits allowed to park in Lot 9: “B”  
Location of Lot 9: Small lot behind Miles Hall
- Lot 10 – Thomas Merton Lot  
Permits allowed to park in Lot 10: “S” “U”  
Location of Lot 10: Small lot behind Petrik Hall next to

Newman Hall

- Lot 11a – Siena Lot  
Permits allowed to park in Lot 11a: “U”  
Location of Lot 11a: Between Kennedy/Newman Hall and Siena Secondo
- Lot 11b – Siena Lot  
Permits allowed to park in Lot 11b: “S” “U”  
Location of Lot 11b: In Front of Siena Terzo
- Lot 12 – Stadium Lot  
Permits allowed to park in Stadium Lot: “S” “U”  
Location of Stadium Lot: To the side of Frazier Stadium
- Lot 13 – Newburg Lot East and Newburg Lot West  
Permits allowed to park in Lot 13 East: “S” “U”  
Permits allowed to park in Lot 13 West: “B”  
Location: Surrounding Allen Hall
- Lot 14 – Bishop Lot  
Permits allowed to park in Lot 14: “B” “S” “U”  
Location of Lot 14: 961 Bishop Lane
- Lot 15 – Sports Complex  
Permits allowed to park in Lot 15: “B” “S”  
Location of Lot 15: 3408 Newburg Lane
- Lot 16 – Watterson Building  
Permits allowed to park in Lot 16: “B” “S” “U” “R” “F” “E”  
Location of Lot 16: 3430 Newburg Lane

## **GENERAL VISITORS AND ADMISSIONS VISITORS**

No parking permit is required for short-term parking in visitor designated areas located in Lot 1: Bellarmine Lot, Lot 6: Centro Lot and Lot 13: Newburg Lot East, visitors do not need to register with Public Safety. Only Admissions Visitors and/or reserved visitors can park in the designated Admission and Reserved Visitor spaces located in Lot 6: Centro Lot. These spots are designated with signage.

## **VISITOR PARKING**

Designated Visitor Spots/Visitor Temporary Parking Permits  
Campus visitors will be allowed to park in the designated visitor spots Monday through Friday from 7:00 a.m. through 5:00 p.m. Visitors who have temporary parking permits may park in any available legal parking spaces. Please note the rules against

parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

### General visitor information:

- Parking time is limited to 2 hours in Lot 1: Bellarmine Lot and Lot 13: Newburg Lot East. Visitor signs are posted.
- Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting or obtain a special temporary parking permit from the Office of Public Safety and Transportation, located on the ground level in Centro Treece Hall (Room CNTH-054).
- If there are no visitor spots available, please come to the Office of Public Safety to obtain a temporary parking permit.
- Metroversity or other students attending classes on campus are not considered visitors and must obtain a valid parking permit.
- Please park in the 15-minute parking outside the Office of Public Safety and Transportation in Lot 5: Franciscan Lot to obtain temporary parking.

## WEEKEND PARKING

Although parking is open on the weekends from 5:00 pm on Friday through 9:00 pm on Sunday, those spaces that are reserved or restricted remain reserved or restricted. Restricted parking spaces include reserved spaces for campus officials and offices, accessible parking spaces, fire lanes, reserved visitor spaces, admissions, and improper use of 15-minute parking. If you park in any reserved/ restricted spot, you will receive a citation.

## ACCESSIBLE PARKING

The University endorses the general Kentucky regulations governing parking regulations for those needing accessible parking. Parking in designated accessible parking areas is reserved for those students, employees, and visitors who have a documented disability. If you are unable to park in your designated lot, you may park in any legal space.

All students, faculty and staff members who utilize accessible parking spaces are required to obtain a Bellarmine Accessible Parking permit. Members with a state issued accessible permit must still obtain a Bellarmine Accessible Parking permit. A

Bellarmine Accessible Parking permit can be obtained from the Director in the Office of Public Safety and Transportation with a valid doctor's note. The Office of Public Safety and Transportation is located in Centro Treece Hall Room CNTH-054. The phone number is 502.272.7777. For additional assistance, you may also contact the Accessibility Resource Center at 502.272.8490 or [arc@bellarmine.edu](mailto:arc@bellarmine.edu).

Any employees, with an "E", or Student with a "S", "F", "R" or "U" permit who have an accessible parking permit will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper Bellarmine parking permit tag and the Bellarmine issued accessible parking dashboard permit. First-year commuters with an "F" parking permit and first-year residents with an "R" permit must keep their permit for the entire first year, regardless of how many credit hours they may have earned. Please attempt to park in your designated lot. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

### Accessible-Disabled Parking Etiquette & Tips

#### 1. Respect the Rules of the Accessible Parking Space.

- a. Never park in a space reserved for people with disabilities unless you have a valid disabled placard and an accessible parking pass issued by Bellarmine's Public Safety and Transportation.
- b. Only use the accessible parking space if it's **absolutely necessary**. It's the courteous thing to do-and it's the law. Be mindful of others who might need an accessible space more than you.
- c. Please be especially mindful of van accessible parking spaces. **Most people who use wheelchairs can only use van accessible parking.** They cannot exit to enter their vehicles without the additional space provided in van accessible parking spaces.

2. **Do Not Use van accessible Space if Not Needed.** Please do not park in a designated Van Accessible space if you do not need the extra space or are not driving a van. If other accessible parking spaces are still available, leave the van accessible spaces open for vehicles equipped with wheelchair lifts and ramps. The van space should be the last space elected if you are not driving a van.

3. **Display Your Bellarmine Accessible Parking Permit and State Issued Accessible Parking Placard.** It is required by law that individuals with disabilities display their accessible parking permit and placard when using accessible

parking spaces. Those using accessible parking without properly displaying permits could receive a parking ticket.

4. **Do NOT Let Others Use Your Accessible Parking Permit.** The assigned owner of an accessible parking permit **MUST** always be present whenever the permit is being used. Do NOT lend your permit to family members or friends. Ignoring this rule could result in hefty fines for you and the person who borrowed the permit, including the permit being revoked.

5. **Do NOT Use Others Accessible Parking Permit.** The assigned owner of an accessible permit must always be present when the permit is in use. Using others accessible parking permit puts you and others at risk of hefty fines. The owner runs the risk of their permit being revoked.

6. **Do NOT Use Accessible Parking for Convenience.** If you do not have an accessible parking permit and a lot is full, or an accessible parking space is more convenient for you, **DO NOT** use the space even for a few minutes. Only individuals with disabilities who have an accessible parking permit may use the space.

7. **Do Not Use Expired Accessible Parking Permits.** Do not use an accessible parking permit once it's expired. Please renew the permit if it's needed beyond the expiration date.

8. **Never Park on the Striped Lines.** The striped lines in accessible parking spaces allow for exit and entry into the vehicle with room to maneuver.

9. **Give Extra Room to Vans with Wheelchair Stickers on the Side.** Please try not to park near a van with a wheelchair sticker on the side because that is where the chair exits and enters the vehicle. Extra room is needed to get in and out of the vehicle.

10. **Not All Disabilities Are Visible.** It is easy to look at a person parked in an accessible parking spot who is not using a cane, walker, wheelchair, etc., and presume they should not be using accessible parking. There are chronic medical conditions and/or nonapparent disabilities that qualify. Please don't jump to conclusions.

11. **Expect Fines.** Drivers caught parking illegally in designated accessible parking spaces will be issued a parking citation and fines of at least \$ 150.

First-year commuters with an "F" parking permit and first-year residents with an "R" permit must keep their permit for the entire first year, regardless of how many credit hours they may have earned. Please attempt to park in your designated lot. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/ restricted spaces,

grass or landscaped areas, and moving violations will be enforced at all times.

## **LOADING ZONE PARKING**

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

## **RESTRICTED LANES**

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

## **MOTORCYCLE, MOTORBIKE AND MOPED PARKING**

All University personnel and students must register any motorcycle/motorbike/moped, online at One Bellarmine, that parks on campus. These spaces are marked with green stripes. More than one motorcycle/motorbike/moped can park in the same designated green spot. Motorcycles, motorbikes, and mopeds must be parked in a designated motorcycle/motorbike/moped parking area. Failure to park in a designated motorcycle/motor-

bike/moped area will result in a citation. The Office of Public Safety and Transportation will issue a permit that is able to be displayed on the vehicle.

## ***FACULTY, STAFF AND STUDENTS WITH TEMPORARY VEHICLES***

Faculty, staff and students must come to the Office of Public Safety and Transportation to obtain a temporary parking pass. Failing to obtain a temporary parking pass will result in the individual receiving a citation. Individuals can obtain this parking pass 24 hours a day, 7 days a week from the Office of Public Safety and Transportation. Please bring with you the year, make, model of vehicle, along with your license plate number.

## ***NON-CREDIT COURSE ENROLLEES***

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

## ***MOVING VIOLATIONS***

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

## ***OFF CAMPUS PARKING***

Bellarmine University has a beautiful campus in a wonderful neighborhood. A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows our neighbors that the University cares about the integrity of the neighborhood.

## ***FINES***

The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. All University personnel and students assume responsibility for any citations they receive for improper parking, including the payment of fines. There are limited on campus parking spaces, parking is first come, first serve, and not guaranteed for any permit holder.

Students' unpaid parking fines may be added to their student account. Unpaid fines could result in additional charges and financial holds for grades, and/or registration. Faculty and staff members authorize the University to deduct unpaid parking fines and penalties from earnings by registering their vehicle.

NOTE: Initial parking citation fees are displayed in the Bellarmine Parking Permit system (Rydin). After 10 days, unpaid parking citations may be moved out of Rydin and to the student or employee's account. When the citation is moved to the student/employee account, the citation shows as "PAID" in the Rydin system in order to prevent duplicate payment. To verify if payment has been received, please validate by selecting "PAID" in the Rydin system to see details of the payment. If the record reads "Student/Employee Account/Tuition Bill" then the citation was not paid in the parking system before the 10-day grace period and is still outstanding and due directly to the University.

Any person receiving \$200.00 or more (or more than five citations) in parking violations may have their vehicle booted. Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days.

## ***FINE SCHEDULE***

The following are meant to be examples of citations, not limited only to those examples.

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

### **No parking permit tag/decal displayed: \$40**

Example: failing to obtain or properly display a Bellarmine issued parking permit. Permits should be hanging from the rear-view mirror facing outwards or if on a motorized vehicle placed where it can be easily observed.

### **Misuse of parking permit: \$40**

Examples: tampering, altering, or giving a permit to an unauthorized person.

### **Improper parking: \$40**

Examples: parking in grass, parking outside the lines of a park-

ing space, parking in two parking spaces, parking a motor bike improperly, parking a vehicle in a motor bike space, etc.

**Parking in a restricted area: \$40**

Examples: failing to park in the lots as designated by your Bellarmine parking permit tag.

Parking in a 15-minute loading zone: \$100

Example: parking longer than 15 minutes in the designated 15-minute loading zone.

**Parking in a reserved space: \$100**

Examples: parking in any of the following areas: Admissions, Visitor, Visitor reserved, or any other assigned designated parking.

**Minor Violations: \$40**

Examples: altering/misusing assigned parking permit, altering posted signage, moving traffic cones/barriers, etc.

**Major Violations: \$100**

Examples: moving violations, driving the wrong way on a posted one-way road, stop sign violation, reckless driving/speeding, etc.

**Parking in a fire lane \$100**

Example: parking in designated passageways or access roads that allow fire apparatuses to pass through, parking or driving in an area that is not intended for normal vehicle traffic \$100

**Parking in an accessible space: \$150**

Example: parking in an accessible parking space without the Bellarmine assigned Accessible Parking tag \$100

**Boot Removal: \$100\***

The fee that must be paid before the boot is removed from the vehicle.

*\*Boot removal fee and outstanding unpaid citation balance must be paid before the boot will be removed.*

**APPEALS**

Should a person believe their citation is unjust and not in keeping with the University parking regulations, that person may appeal the citation to the traffic appeals committee, which meets regularly to review appeals depending on the University academic calendar.

Attendance at the committee meetings is not mandatory for an appeal to be made. If an individual would like to appear before the committee in addition to their written appeal, they must do so themselves; no proxies will be allowed to appear on behalf of an individual. No attorneys or parents may be present at the committee meetings. If a student is registered with our Accessibility Resource Center with academic accommodations,

those accommodations will be met during any appeals. Please email [trafficappeals@bellarmine.edu](mailto:trafficappeals@bellarmine.edu) in advance to make the

committee aware of any needs.

Depending on the nature of the citation, one citation a student/employee receives may be reduced to a warning and fee waived by taking a short quiz regarding the understanding of Bellarmine parking regulations. Exclusions to this rule are parking in an accessible space, fire lane, reserved space, or visitor space. You must email [trafficappeals@bellarmine.edu](mailto:trafficappeals@bellarmine.edu) with your name, ID number, and citation number if you are interested in waiving your citation fee by completing the quiz on parking regulations. You will then be notified if you are eligible for the quiz and sent further instructions. This process can be completed only once.

## ***TRAFFIC APPEALS COMMITTEE***

The Traffic Appeals Committee is a subcommittee of the Traffic and Safety Committee, and is comprised of faculty, staff, and student representation. The committee convenes twice a month throughout the year (September, October, November, December, February, March, April and once in May if needed) to review citation appeals. All meetings of the Traffic Appeals Committee will be listed on the Office of Public Safety and Transportation website. The Office of Public Safety and Transportation will have a representative at the appeal hearings. Decisions will not be given at the hearing but via email after the hearing.

Please note it is important to file your appeal within 10 business days. To file an appeal, please visit <https://www.bellarmine.edu/security/parking/parkingappeal/>.

## ***ADDITIONAL INFORMATION***

For more information about Parking at Bellarmine, email The Office of Public Safety and Transportation at [security@bellarmine.edu](mailto:security@bellarmine.edu) or call 502-272-7777.







# Dining Services Guide

2024 - 2025 ACADEMIC YEAR

## ***NOTE FROM THE DINING SERVICES TEAM***

Bellarmino University Dining Services is thrilled to serve you and we can't wait to share all that we have to offer. From fun and engaging events to campus traditions, innovative creations, and much more, you will love our thriving dining program. We are here for you, please don't hesitate to reach out with any questions, comments, or concerns, and make sure to follow us on Instagram @BellarminoGrub!

## ***DINING SERVICES TEAM***

- Bruce Reed, General Manager
- Kamber McKnight, Dining Hall Manager
- Karissa Perez, Campus Executive Chef
- Eclassius(Cash) Jones, Dining Hall Executive Chef
- Stephanie Maddox, Retail Manager
- Mary Kennedy, Catering Manager
- Bridget Renick, Marketing Manager
- Joe Chism, Registered Dietitian

## ***CAMPUS MEAL PLANS & PURCHASES***

Bellarmino provides a robust meal plan program that offers students flexibility and convenience. The meal plan options allow you to select a meal plan that best meets your needs. Students may change their meal plan selection during the first ten business days of each semester.

Students have several meal plans from which to choose to meet their needs. The plans are structured to give students maximum flexibility, affording students the opportunity to select a plan that works best for them.

### **Residential Undergraduate Students**

All residential students are required to have a meal plan during each contract year. Meal plan exception applications must be submitted prior to the beginning of the semester for consideration. The exception request form can be found by visiting <https://www.bellarmino.edu/studentaffairs/residence/policy/>. Please contact the Office of Housing and Residence Life if you have questions. If an exception is granted, the student will only be refunded as detailed in the housing and meal plan contract.

Each undergraduate residential plan includes a fixed weekly allotment of swipes combined with a fixed dollar amount of Flex Dollars. The swipe weekly allotment refreshes each Sunday morning. The Flex Dollars are loaded at the start of each

semester. These options allow a student to use their meals at

any time during the week, up to the limited number allotted for the week.

Dining Services are not available during Thanksgiving Break, Winter Break, and Spring Breaks.

### **Commuter Students (Undergraduate & Graduate)**

The Commuter Student has two plans available. One includes a fixed number of swipes (30) combined with a fixed dollar amount of Flex Dollars. The second option includes 5 meals per week and a fixed number of Flex Dollars. Swipes and Flex Dollars are loaded at the time of purchase. All commuters also have the option to open a Declining Balance or BU Dollars account.

Purchases can be made online for these options on the One Payment Gateway under 'Make a Payment' with an e-check (no fee) or by credit card (2.95% fee). The Student Accounts Office can also accept cash or check for these plans. The Commuter Meal Plans can be found at <https://bellarmine.sodexomyway.com/my-meal-plan/>.

### **Residential Graduate Students**

All students living on campus are required to purchase a meal plan. While residential graduate students are free to choose from any of the residential dining meal plans, they are automatically assigned to the graduate meal plan. Graduate students have the option to transfer to a residential undergraduate meal plan and may do so by contacting the Office of Housing and Residence Life. Dining Services are not available for residential students during semester breaks, including but not limited to Thanksgiving Break and Spring Break.

Meal plan options can be found at <https://bellarmine.sodexomyway.com/my-meal-plan/>.

### **Meal Swipes**

Meal swipes reset every Saturday morning according to your plan. You can use them at the University Dining Hall, Café Ogle, and Palio during their meal periods. Each swipe counts as one meal, but for dinner between 4:30 pm and 11:30 pm, you can use up to two swipes. If you have any questions about your meal plan or swipe usage, don't hesitate to get in touch with the Dining Services office.

### **Flex Dollars**

The amount of Flex Dollar funds posted to a student's meal card is determined by the Meal Plan (undergraduate, graduate, or commuter) purchased. Flex Dollars cannot be purchased separately. Flex Dollars are accepted like cash at various dining locations. Flex Dollars work on the same

principle as a pre-paid debit card. Students can use their Flex Dollars for snack items or full meals and are accepted at all dining locations.

If a student purchases a spring semester meal plan, any unused Flex Dollars from the fall semester will roll forward for

use in the spring semester. If a student does not participate in a meal plan in the spring semester, the meal plan is turned off and unused fall semester Flex Dollars are forfeited. For all students, Flex Dollars must be used by the end of the spring semester, or those dollars are forfeited. Unused Flex Dollars at the end of the spring semester do not roll to any future semester.

### **Declining Balance Dollars**

Any student may open a Declining Balance account. Students may add Declining Balance Dollars at the Office of Student Accounts with cash or check or at [experience.bellarmino.edu](http://experience.bellarmino.edu) on the One Payment Gateway. Declining Balance Dollars work on the same principal as a pre-paid debit card. Unused Declining Balance Dollars roll from fall to spring semester, and also roll from academic year to academic year.

After graduation or withdrawal from Bellarmine, a student may request a refund of any unused Declining Balance Dollars, provided they do not have an outstanding balance due to Bellarmine. A processing fee of \$20.00 will be deducted from any such refund. For students with an outstanding balance, the unused Declining Balance Dollars may be applied to your Bellarmine account balance. Unused Declining Balance Dollars remaining on your account will be forfeited to the University twelve months after your date of graduation or withdrawal. To monitor your Declining Balance Dollars, you may log onto your [experience.bellarmino.edu](http://experience.bellarmino.edu) account.

### **BU Dollars**

Any student may open a BU Dollars account. Unlike Declining Balance Dollars, BU Dollars can additionally be used at the Bellarmine Bookstore. Students may add BU Dollars at the Office of Student Accounts with cash or check or at [experience.bellarmino.edu](http://experience.bellarmino.edu) on the One Payment Gateway. BU Dollars work on the same principal as a pre-paid debit card. Unused BU Dollars roll from fall to spring semester and roll from academic year to academic year. After graduation or withdrawal from Bellarmine, a student may request a refund of any unused BU Dollars, provided they do not have an outstanding balance due to Bellarmine. A processing fee of \$20.00 will be deducted from any such refund check printed. For students with an outstanding balance, the unused BU Dollars may be applied to your Bellarmine account balance. Unused BU Dollars remaining on your account will be forfeited to the University twelve months after your date of graduation or withdrawal. To monitor your BU Dollars, you may log onto your [experience.bellarmino.edu](http://experience.bellarmino.edu) account.

## **CATERING POLICY**

Catering Services are available for departments and student organizations, as well as for external clients. The on-campus catering service must be used for any on-campus food purchase over \$250 for which Bellarmine University or student organization accounts will be used. Contact the Catering Office at [catering@bellarmine.edu](mailto:catering@bellarmine.edu) or 502.272.8349 for further information.

## **DINING SERVICES LOCATIONS**

Any questions, comments, or concerns regarding Bellarmine Dining Services may be addressed to [bkeel@bellarmine.edu](mailto:bkeel@bellarmine.edu).

### **University Dining Hall (UDH)**

The University Dining Hall (UDH) offers all-you-care-to-eat restaurant quality food from the made-to-order stations, the grill, salad bar, deli station, an allergy friendly station and more. Featuring a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. The University Dining Hall is in the George G. Brown Activities Building. This dining service option is available for all students and accepts all methods of payment. Special dietary needs are accommodated daily, and specific concerns are addressed on a case-by-case basis. Contact the Director of Dining Services for arrangements.

In addition to the University Dining Hall, Bellarmine offers the following additional dining locations:

### **Café Ogle**

- Located in Centro
- Offers branded concepts such as Einstein's Brothers Bagels, Pizza Hut Express, and more, with food-court style seating
- Hours of Operation may vary with each concept
- All payment methods accepted. From 1:30 PM through 4:30 PM Monday through Friday, venues will accept meal plan swipes.

### **Pasteur Hall**

- Located in the Pasteur Hall lobby
- Offers breakfast items, soups, salads, sandwiches, snacks, and beverages
- Hours of Operation posted at the location
- Meal Swipes are not accepted at this location

### **Allen Hall**

- Located on the first floor of Allen Hall

- Offers breakfast items, soups, salads, sandwiches, snacks, and beverages
- Hours of Operation posted at the location
- Meal swipes are not accepted at this location

### **Catie's Café**

- Located on the first floor of Siena Primo Residence hall
- Offers coffee, smoothies, snacks, and convenience items
- Open in the evenings
- Meal Swipes are not accepted at this location

### **The Palio**

- Located in Siena Terzo Residence hall
- Offers an a la carte dining experience
- Open during breakfast and Late Knight hours
- Accepts all methods of payment

### **Knights Pantry**

Knights Pantry is a no-cost food pantry providing supplemental food to Bellarmine students, faculty, and staff and is made possible through a partnership with Dare to Care. Guests are welcome to access the pantry as many times as they need and take whatever they need. Information on use of the pantry is private and what a guest takes is not tracked.

There are two locations on campus: Centro Treece 225 and Siena Terzo 117. Both locations are open 24/7, but if the door is locked call Public Safety at 502.272.777 for entry.





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# Residential Living Guidelines & Community Standards

2024 - 2025 ACADEMIC YEAR



**Dear Residence Hall Students:**

The Department of Housing and Residence Life is looking forward to welcoming residents to campus for the 2024-2025 academic year. Living on campus places you at the heart of the Bellarmine community. By participating in the residential living experience, you are joining a supportive, welcoming, and inclusive community that connects you to your peers and the University. As a member of the residential community, you have the opportunity to become involved in numerous activities and residential programs, to become friends with many people from a variety of different backgrounds, and to compliment your academic coursework through learning-centered programs and events.

You also have responsibilities as an involved community member. The Guide to Residential Living has been developed to aid you in knowing more about the residence hall experience and the expectations of each community member. By reading and understanding the policies and procedures outlined here, you can become a productive member of the community, aiding in the development of a safe and positive environment. The entire Residence Life staff is here for you throughout your time at Bellarmine. Your Area Coordinator, Resident Assistant, Spiritual Peer Mentor, Diversity Peer Educator, the Central Office team, and I look forward to getting to know you and support your success at Bellarmine this upcoming academic year.

I encourage you to go beyond your comfort zone this year: challenge yourself to grow by experiencing new ideas and opportunities, be willing to make a difference in your community, and spend time getting to know others in your hall and on campus. I hope that you enjoy your home away from home with us.

Best wishes for an exciting and successful year!

Go Knights!



Matthew Vetter, Ph.D.

*Director of Housing & Residence Life*

Petrik Hall 502.272.7272 [mvetter@bellarmine.edu](mailto:mvetter@bellarmine.edu)

## **RESIDENCE LIFE MISSION & VISION**

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

## **DIVERSITY, EQUITY, AND INCLUSION ACTION STATEMENT**

Bellarmino University's Department of Housing and Residence Life is central to the social, emotional, and intellectual growth and development of students. Our commitment focuses on three tenets: the people residing within our communities, the environments in which residents live, and the staff that work with the residents. Our commitment to diversity, equity, and inclusion goes further than accepting those who are different from us by working to minimize attitudes, actions, and practices that may exclude, marginalize, or oppress individuals and work on facilitating an understanding, recognition, and appreciation of difference.

### **Valuing the intrinsic dignity of every person**

Rooted in our Catholic tradition and the inclusive spirit of Thomas Merton we value all individuals of the community as it is enriched by individuals of different races, colors, creeds, sexual orientations, gender identities and expressions, abilities, ages, political viewpoints, veteran statuses, ethnicities, and national origins.

### **Building welcoming and inclusive environments for all**

We strive to develop communities that are inclusive of all and includes diverse views, people, and experiences as well as one that is not burdened by discrimination and oppression. Our hope is to create a space in which students can explore, discover, and grow.

### **Hiring, training, and retaining a diverse staff**

We are dedicated to recruiting, hiring, training, and retaining a diverse group of staff members. These staff members will be able to seek out resources to provide programs, services, and relationships that enhance student success and development and allow for critical conversations and reflection regarding our value of diversity, equity, and inclusion.

## **HOUSING AND RESIDENCE LIFE HALL STAFF**

Each residential area is staffed with a full-time Area Coordinator, a master-level professional who lives in each residential area and supervise the Resident Assistants in the buildings. Each residence hall also has Resident Assistants who are undergraduate students serving in a paraprofessional capacity. There is a member of our on call team available each night for emergencies; Additionally, Resident Assistants are on call during the weekends, and Resident Assistants sit the desk every evening from 7 p.m.-10 p.m. when the halls are open. All staff members of the Department of Housing and Residence Life are here to address the student population's 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 staff members. The Residence Life Office is in Petrik Hall and is open Monday through Friday, 9:00 a.m.. to 5:00 p.m. with package pick up ending at 7 p.m.

## **NON-DISCRIMINATION POLICY**

Bellarmino University provides housing to undergraduate and graduate students without regard to, and does not discriminate on the basis of age, gender, gender identity, sex, sexual orientation, race, disability, color, religion, national or ethnic origin, familial or economic status or any other protected category under applicable local, state or federal law in its educational programs and activities.

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

## **LIVE ON REQUIREMENT**

All full-time students with 88 or less total credit hours must live in the designated University residence unit or with a local parent/legal guardian (within a 50-mile radius of the University). Students 22 years of age or older are exempt from this policy. Exceptions may be made to reasonably accommodate health concerns, financial concerns, or other special cases, but students seeking such exceptions must go through the housing exception process and have prior written approval from the Director of Housing and Residence Life. If a student does not live either with a local parent/legal guardian or in the designated University residence unit and has not applied for an exception and been approved, the student may be subject to conduct sanctioning from the University and/or housing fines. Fines equal to half of the room rate for each semester that the student is in violation of the live-on requirement may occur.

This policy is established on the belief that residential living provides students with the educational and social foundation necessary for continued personal and academic growth. All residential students are required to have a meal plan during each contract year. Bellarmine provides a meal plan program that offers flexibility and convenience. The meal plan options described in the Dining Services Guide allow students to select a meal plan that best meets their needs. Students may change their meal plan selection during the first ten days of each semester. Meal plan exception applications must be submitted to the Residence Life Office prior to the beginning of the semester for consideration. The Director of Housing and Residence Life reviews all meal plan exceptions in collaboration with the Director of Dining Services. If an exception is granted, the student will only be refunded as detailed in the housing and meal plan contract. Please contact the Office of Housing and Residence Life if you have questions.

## **FIVE PRINCIPLES OF COMMUNITY**

Community is defined as a body of people living together in the same place for a common purpose. The Bellarmine community is defined by the individuals who live within it and by their relationships with each other. Residence Life strives to create 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, meaningful relationships, and leadership opportunities within the halls. Residence Life also provides community members the tools to hone their skills as life-long learners. Each community member has an individual responsibility to contribute to the community to help create a strong, positive and inclusive community.

### **Engagement**

Residents will learn at least one way they can engage with either their peers, faculty, or staff members.

- Seek out new relationships
- Get involved with campus life
- Participate in authentic conversation

### **Academics**

Residents will learn at least one skill that will aid in their academic success at Bellarmine.

- Develop and clarify goals
- Gain an understanding of how to achieve goals
- Prioritize academic success
- Engage with faculty outside of class
- Define personal success
- Discover areas of passionate interest

### **Diversity & Belonging**

Residents will cultivate a growth mindset of openness and be willing to stretch beyond their biases fears, and comfort levels while learning about their position to others who are different than themselves.

- Exploration of self: values & identity
- Interaction with, and appreciate, others who are different than oneself
- Explore cultures of peers
- Advocate for social change & justice

### **Civility**

Residents will demonstrate care for their community members or the environment in which they live. Residents will develop skills they can utilize for the practice of civil discourse through community conversations.

- Explore how one's lifestyle contributes to the community
- Appreciate and recognize contributions to community
- Share responsibility for physical and relational community
- Serve and give back to the greater community

### **Wellness**

Residents will learn about at least one of the eight dimensions of wellness and one way that they can practice that dimension.

- Explore and learn about topics related to well-being
- Practice good self-care: physically, emotionally, and mentally

- Develop personal responsibility for safety

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

## **RESIDENCE HALL ASSOCIATION (RHA)**

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

RHA consists of an Executive Board of elected officers that represents all residence halls. The Executive Board positions are Executive President, Treasurer, Vice President of Engagement, National Communication Coordinator, Upperclassmen Representatives, First-Year Representatives, and NRHH President. The Executive Board meets weekly. All residents of the halls are members of the RHA and are welcome to voice their opinions at the RHA meetings.

One way to become involved is to attend the RHA meetings. Ask Resident Assistants for meeting location and time. Another excellent way to become engaged is to run for a position as a Hall Delegate. Elections will be held early in the fall semester. Delegates are entrusted as leaders of residential students by serving not only as a voice for residential students but also as

promoters of the Residence Life program. The qualities of a good RHA Hall Delegate are organizational skills, a strong work ethic, the willingness to pitch in, self-motivation and initiative, and the ability to plan, manage, and follow through with RHA activities and events.

## **RECREATIONAL GAMES & OTHER ITEMS**

Equipment is provided by the Residence Hall Association and Residence Life. The following items are available for checkout from the Residence Life staff members at the front desk area of all buildings, Monday - Friday, 7:00 p.m. to 10:00 p.m. Ideas for new purchases can be shared at RHA meetings.

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

## **SAFETY TIPS**

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

- Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to them.
- When walking around campus in the evenings, or at times when there are fewer people on campus, travel in pairs or utilize the Campus Escort Service by contacting the Office of Public Safety at 502.272.7777. Be sure to use well-lit paths and sidewalks.
- Never allow anyone into the residence halls who is not a resident.
- Keep your residence hall room locked at all times and do not give your keys to anyone.
- Take photos or engrave your valuables with your name so that they are easily identified if stolen.
- The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter's insurance for emergencies.
- Do not prop open any doors or windows to buildings. Also, be sure to report any broken latches, missing screens, or other facility concerns immediately to Residence Life

and Facilities through School Dude (online maintenance request system).

- When using the internet and/or social media, do not make arrangements to have people you meet online visit you or for you to visit them. If you choose to meet, do so in a public place and inform someone of the meeting. If you receive threatening or inappropriate emails save them and report them immediately to Residence Life and Public Safety.
- Report any strangers on campus or in the residence halls who you feel are suspicious to Public Safety and Residence Life.
- Report any crimes or violence immediately to Residence Life and Public Safety.
- If you are staying in the residence halls during a break period (before/after/during a semester) be sure to register with the Residence Life Office and seek permission to be in the halls.
- Do not overextend the usage of your electrical outlets in your residence hall room.
- When cooking be sure to stay in the area of the food preparation to attend to any concerns that might arise.
- Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.
- Know your emergency exits from the residence hall and vacate the hall each time you hear the fire alarm, unless instructed by the Residence Life Office to do otherwise.
- Talk to your roommate or suitemates about guests and other topics. The Residence Life Office encourages the use of the Roommate/Suitemate Agreement.
- Inform family or friends if you have plans to be out of town for an extended time so that they do not needlessly worry.
- Carry your student I.D. or another form of photo I.D. with you at all times.
- If a medical emergency arises contact your Resident Assistant or Public Safety. University staff members cannot transport you, but they can assist with making phone calls to family members or for medical assistance.
- Alcohol and drug use is against Residence Life policy and can also 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, do not worry about “getting in trouble”; contact Residence Life and Public Safety immediately for assistance. See Medical Amnesty Policy in the Student Handbook.
- Be knowledgeable of residence hall and University policies and procedures and adhere to them. Attending residence hall meetings will increase your awareness of these procedures and any changes that are forthcoming.
- Park in designated parking areas with your parking pass in the appropriate location to avoid tickets or damage to your vehicle. Also, keep your car locked and always secured. Do

not leave keys or valuables in your car; if necessary, store them in the trunk or take them to your room.

- Report any threatening or harassing behavior to Residence Life and Public Safety. Report any vandalism or theft to Public Safety immediately.
- Introduce yourself to your Resident Assistant and seek them or the Residence Life Office for information or concerns.

## ***RESIDENCE HALL AMENITIES & SERVICES***

### **Bulletin Boards and Notices**

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

### **Computer Labs**

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

### **Accessibility Resources/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 eligible 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 Accessibility Resource Center, and the staff must recommend any reasonable accommodations for housing. Once the department receives an accommodation letter from ARC, all reasonable attempts will be made to meet the accommodation(s).

### **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 a student does not receive a combination or key to a campus mailbox it is the student's responsibility to contact their Area Coordinator. Mail

is distributed to residents' mailboxes daily; and it is the resident's responsibility to check the mailbox regularly. All packages are logged, and an email message is sent out to residents when their package is ready for pick-up. Mail and packages should be addressed as follow:

Name  
Bellarmine University  
Residence Hall Name and Room Number  
Campus Box #  
2001 Newburg Road  
Louisville, KY 40205

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

Outgoing mail can be taken to the mailroom on the ground floor of Centro.

**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/stores, 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 and Suitemate 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 they 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. If you reside in a suite-style room, there is also a suitemate agreement that can be completed.

### **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 im-

minent danger. In addition, public address systems will be used when possible. Smoke detectors are in all residential rooms and public areas, and sprinkler systems are located in all residence halls. Local authorities and staff make every attempt to assist persons with disabilities who may require assistance evacuating a building during an emergency. The staff have been trained to follow the Evacuation of Persons with Disabilities procedures, as outlined in the Student Handbook. The Residence Life and Public Safety 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 or the Accessibility Resource Center 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 or the Accessibility Resource Center at any time during the year to request assistance.

### **Recreation**

Recreational areas are located in all the residence halls. Residents may check out equipment with their Bellarmine ID. Game rooms are subject to all residence hall and University policies.

### **Kitchen Facilities**

All halls (except Petrik Hall) have full common kitchens with a refrigerator, stove, oven, microwave, sink, and eating area. Halls also have common areas with ice machines and vending. Residents have the responsibility to clean the common kitchen and appliances after each use. Cleaning supplies will be supplied in each area. Petrik Hall has a kitchenette in every suite with a full-size refrigerator, stove, and microwave. It is the resident's responsibility to keep the kitchenettes clean.

Each student is responsible for providing their own cooking and eating utensils. However RHA will provide a set of pots, pans, and cooking utensils at the beginning of each year. Knives are allowed in the residence halls as long as they are used for and designed for cooking purposes (i.e., a paring knife). ALL other blades are a violation of the Student Code of Conduct and Weapons policy.

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

## **Laundry Facilities**

Laundry machines are located in all of the halls and laundry service is a free amenity to all residential students. Check out information in the laundry room about the smartphone app that is available to monitor wash and dry cycles.

## **Loan Keys**

Students who are locked out of their room may gain access by contacting the RA sitting desk (7:00 p.m. - midnight –daily), the RA on duty (weekends 8:00 a.m. – midnight), the Residence Life Office 9:00 a.m. - 7:00 p.m., (Monday through Friday) or Public Safety (mid- night - 8:00 a.m. weekdays and weekends). The staff members will only key individuals into their room after verifying their identity through their BU ID or ID number and documenting the loan key/key-in with appropriate paperwork. If a resident is issued a loan key, the student must bring the key back to the front desk of their building within 48 hours or a lock change will be ordered at the expense of the student. The student will be assessed \$130 for a lock change to cover the expense of one new core and three new keys. Any additional keys needed for the room will be an extra charge of \$25 per key. Effective the first week of classes, the first loan key/key- in will be courtesy, but any subsequent loan key/key- in from that point forward will have a \$5 charge per incident billed to their student account.

## **Missing Student Policy**

Individuals who believe a residential student to be missing should contact Public Safety at 502.272.7777 to complete a missing person report.

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

## **Safety and Security**

Safety and security are a responsibility shared by the entire University community, including every student. Residential students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny entrance to any building or room by unauthorized individuals. Residents should immediately notify the Residence Life staff in the building and the Office of Public Safety of any suspicious person or other emergencies in a building.

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

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

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

## **Study Rooms**

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

## **Telephone Services**

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

So that adequate phone service will be available for personal or emergency use, students will have access to "public phones" in residence hall lobbies.

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

## **Television Lounges**

Each residence hall is equipped with a TV connected to campus cable. Use of gaming consoles, laptops, and streaming devices should be used in common areas with community consent and with regards to others.

### **Vacuum Cleaners**

All residents may check out a vacuum cleaner from their front desk 7:00 p.m. – 10:00 p.m. A student's Bellarmine 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 an online room inspection. We define a room as an enclosed space with a lock and a door. Common or suite lounges are not considered rooms. The room inspection information can be found in the Housing Portal and used for assessing damages when a student changes rooms or exits the halls. Students are asked to review and accept their room inspection in the Housing Portal within 48 hours of their arrival on campus. Residents must also complete the RCR upon checking in or out of the halls. All furniture must remain in the room and be returned to its' original arrangement, damages should be reported, the room cleaned, keys returned, and the check-out process completed prior to the student vacating the room. Failure to complete the check-in or check-out process properly will result in fees to your student account. Students must return keys to a Residence Life staff member prior to checking out of a hall permanently. Keys not returned to a staff member will result in an improper check out fee and a charge for a lock change.

### **Consolidation Process**

A consolidation process is utilized by the Residence Life Office to maximize the space in the residence halls and open rooms for new assignments. The consolidation process occurs during the beginning 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, a single room upgrade, or accommodation 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) if space is available.
4. All moves will be completed by the end of the fourth week of each semester.
  5. In general, a resident who is the last single person on their floor is not required to consolidate to a different floor. However, the Residence Life Office reserves that option if there is a need for space within the residence halls. Students who lose their roommate and do not move must reside on only one half of the room and the room must be prepared to accept a new roommate at any time.

### **Hall Closings**

The residence halls close for Thanksgiving Break and Spring Break at 8:00 p.m. on the last day of classes prior to each break. Any changes to this schedule will be announced to residents no later than 2 weeks prior to closing. At the end of the Fall and Spring Semesters, the halls close the Friday exams are complete at 12:00 p.m. Students are asked to leave the halls no later than 24 hours after their last scheduled exam or at the final hall closing time, whichever comes first. Your RA will provide information about required check out procedures. Students who do not check out appropriately or vacate their rooms within the stated time frame may be assessed a fee. Residents found in the halls while they are closed are subject to University conduct sanctions. It is important that students remove items they may need during the hall closing period.

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

### **Room Assignments**

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 or the completed application/contract and class enrollment. A room is defined as a space with a door that locks. Common areas are not considered room space and cannot be assigned.

## **Room Assignments for Students with ARC Accommodations**

On-campus residence hall accommodations are available for students with disabilities. Adaptive housing space is limited, and spaces are assigned on a first-come, first-served basis when Residence Life is contacted by the Accessibility Resource Center. It is the responsibility of the student to register with the Accessibility Resource Center by filling out the accommodation application and submitting the appropriate documentation. The Accessibility Resource Center and 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, they may file an appeal. The appeal must be in writing and filed with the 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 Director of the Accessibility Resource Center (Chair), the Director of Public Safety, the Director of Health Services, and the Assistant Director of Facilities Management. The Dean of Students and Residence Life Office will forward the appeal. The Appeals Committee shall notify the student in writing of its decision within ten working days after the appeal is received. The decision of the Appeals Committee shall be final and not subject to further review. Specially adapted rooms for ADA students are located in Petrik, Anniversary, Siena Terzo, and Siena Quarto halls.

## **Room Changes**

Room changes may occur during the designated room change period set by Housing and Residence Life. After first discussing the matter with the roommate(s), a student wishing to change rooms should notify their Area Coordinator. 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 they are. Room changes should be through the appropriate form for the benefit of all parties involved. All roommates must go through the roommate mediation process with their Resident Assistant or Area Coordinator before a decision will be made about a room change unless it is during open room change (generally in January)

Any student who changes rooms without prior approval from the professional staff in Housing and Residence Life may 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, they 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 conduct fines.

## **COMMUNITY STANDARDS**

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

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

## **Alcohol**

The University's alcohol policy is consistent with Kentucky State Law prohibiting the consumption and serving of alcoholic beverages by and to individuals who are under 21 years old. Individuals who are of legal drinking age and choose to consume

alcohol must do so in a responsible manner. Consumption on campus by individuals of age is for individual consumption. To discourage mass consumption of alcohol, the University restricts the amount of alcohol one person may possess as part of the alcohol policy. Alcohol quantities are limited to a 6-pack of 12 oz. individual servings of beer, a 750ml bottle of wine, or a pint of liquor.

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

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

**Substance Free Areas:** Residents may choose to designate a room as a substance-free living environment. All residents have contractually agreed not to possess or use alcohol, illegal drugs, or tobacco products of any kind in those areas.

### **Appliances**

Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio, stereo, TV, study lamp, video game console, electric razor, hair appliances, personal computer and DVD player. 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, electric grills, air fryers, space heaters, candle warmers and other open-element electrical appliances are not permitted in the residence halls.

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

### **Bicycles/Scooters**

Bicycles and scooters (non-motorized and/or motorized) are not permitted to be kept in lounges or hallways, and should not block building exits, stairways, or hallways. It is recommended that bicycles be kept locked in the outdoor bicycle rack provided and the bicycle's serial number be included on your registry of personal items. We ask that all residential

students register their bikes with Public Safety within the first 10 days of each semester. The University assumes no responsibility for bicycles that are stolen, lost, or damaged while on University property. Bicycles that are in unauthorized areas will be removed. If a lock must be cut to remove the bicycle, the student assumes responsibility for its replacement.

### **Building Safety**

Any attempt to compromise the University security systems, access an unauthorized area, replicate University keys, and/or any behavior that is perceived to be a widespread threat to the safety of others is prohibited. Other safety and security restrictions include but are not limited to tampering with entry/exit doors locking systems, accessing attics and roofs and/or posting campus threats. Residents are not allowed to throw objects into or out of windows or off balconies. Not only does this act increase the litter around the buildings, it also causes undue danger to residents and people passing by. Windows and balconies are not to be used for drying purposes, as entrances to rooms, or for coolers.

Propping doors is also a building safety issue. Propping doors imposes a security risk for all people within the community. This includes outside entrance doors to a building, room doors, bathroom doors, or any other doors within a building as well as tampering with the locking mechanism. Any student found propping a door or entering in the building through a propped door may be subject to disciplinary action. Door propping also includes taping or otherwise interfering with the locking mechanism on any door, so that it does not lock or latch. Bedroom doorstops are permissible when a resident is present in their room. Hanging items from or displaying items (i.e. flags, signs, marketing materials) in windows which are visible from the exterior of the building 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/scooter riding, football, etc.) are prohibited in the residence halls.

### **Bunk/Loft Beds**

Kennedy, Newman, and the Siena Complex 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 these buildings may raise their beds up to one foot (12 inches), to accommodate the storage of boxes, etc. Bunk beds may not

be raised. Students may loft their own beds at their own risk. The University is not responsible for non-University loft beds; and may request a university loft kit at the beginning of each semester using the designated form.

### **Confiscation**

Residence Life staff members have the right to confiscate any item deemed inappropriate, causing disturbance to the community, or in direct violation of a University or Residence Life Policy. Certain items may be kept and returned at semester break so that items can be removed from campus.

### **Drugs**

Refer to the Policy on Alcohol and Illicit Drugs in Student Handbook.

### **Escort Policy**

All guests, whether residents or not, must be escorted by the resident host at all times. Residents are responsible for the behavior of their guests at all times. Disruptive behavior from guests during visitation may result in loss of visitation privileges.

### **Building Entrance Phones**

Building entrance phones are located at or near (when available) the main entrance of the residence halls for convenience to guests and security of residents. The guest must wait to be admitted to the residence hall by their 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**

Community values and safety require that explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals be prohibited on campus. Such explosives will be confiscated, and individuals will be subject to student conduct sanctioning.

### **Extension Cords**

If extension cords are used, they must be UL (Underwriters Laboratory) approved and "heavy duty." The University recommends the use of surge protectors. Residence Life and the

University do not assume liability for damage caused by electrical surges that occur periodically.

### **Fire Safety**

Fire safety equipment, such as fire doors, fire alarms, and fire extinguishers, are present to protect lives and property. Tampering with such equipment is extremely dangerous and will not be tolerated. Tampering with fire extinguishers and /or fire alarms, and lighting material may result in dismissal from the residence halls. Tampering with other fire safety equipment, including damaging smoke detectors, is prohibited and results in a disciplinary action. Smoke detectors are checked periodically to ensure proper functioning. Setting an unauthorized fire is prohibited. For safety reasons, burning candles (including candle warmers), incense and smoking/vaping are not allowed in the residence halls for any purpose. If a student sees a fire, they should report it to 911 immediately.

### **Harassment/Offensive Behavior**

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

### **Harmful Behavior**

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

### **Keys/Student IDs**

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

Lost keys and/or IDs must be reported to the Residence Life Office. A charge of \$130.00 will be assessed for each lost key. When a key is lost, the appropriate lock(s) will be changed and card swipe systems will be reprogrammed. All new keys and/or IDs will be issued to the residents. Students found with duplicate keys or ID cards may be subject to disciplinary action and a fine.

### **Needle/Syringe Disposal**

For the health and safety of all residents and staff, students who use needles, syringes and/or finger prick devices must use an approved sharps container for disposal. These items cannot be disposed of in any building trash container or dumpster. Students are responsible for providing their own sharps container. If any student needs assistance with disposal of these items, please contact the Office of Health Services at 502.272.8313.

### **Non-Compliance**

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

### **Offensive Materials/Displays**

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

### **Overnight Guests & Host Responsibility**

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

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

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

All guests are required to observe Residence Life and University policies. The host is responsible for the guest's behavior

and assumes this responsibility by informing the guest of the Residence Life and University policies. If guests violate Residence Life or University policies, the guest and host are responsible. The host must accompany the guest at all times in the residence hall. A guest must show a valid picture ID card and Overnight Pass when asked by Public Safety officers or Residence Life staff.

### **Pets**

Residents may have certain types of fish (tropical fish/goldfish), aquatic frogs that can survive under water in their residence hall rooms. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than 2 tanks per residence hall room. Tanks should be maintained and cleaned routinely for the health of the animals. Animals should be taken home during holidays and breaks for their safety; failure to do so may result in the resident partaking in the student conduct process. All other animals are prohibited unless they are approved service or emotional support animals as documented by the Accessibility Resource Center and Residence Life.

### **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 disciplinary action.

### **Quiet Hours/Noise**

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

Sunday – Thursday 11:00 p.m. - 10:00 a.m.

Friday – Saturday 2:00 a.m. - 10:00 a.m.

The Quiet Hours policy will be further restricted during the week of 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 (including Study Day). Stereos are not to be aimed out windows or played with the student's door open.

### **Refrigerators/Microwaves**

Housing and Residence Life provides UL approved mini refrigerators and approved wattage microwaves in each room. Quads

will have two microwaves and two refrigerators. Students may not bring their own microwave or fridge unless they have written approval from Residence Life professional staff.

Approved resident-owned refrigerators must be UL (Underwriters Laboratory) approved and no larger than 3.2 cubic feet (not to exceed 120 volts). Approved resident-owned microwaves cannot exceed 700 watts (not to exceed 120 volts). Microwaves exceeding this limit or the designated number per room/suite will be confiscated for the remainder of the semester and residents will be subject to the student conduct process. The Department of Housing and Residence Life reserves the right to change or amend this policy should the electrical systems of the halls not be sufficient to withstand the use of microwaves.

### **Room Entry and Search**

When a staff member seeks access to a student's room to determine compliance with applicable policies or for inspections for improvements and repairs, the occupant will be notified of such action in advance when feasible. There may be entry without notice in emergencies or when imminent danger to life, safety, health, or property is reasonably feared. Residence Life staff and Public Safety have the right to enter a resident's room when requests to open the door have been ignored or denied. The University may conduct a search of a student's room without consent to determine compliance with federal, state, or local law, as well as University rules and regulations, when there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of the institution, and of which it has reasonably trustworthy information, are sufficient to cause a person of reasonable caution to believe that an offense has been or is being committed. University officials will make a reasonable effort to seek permission from residents for a consensual search as well as ask residents to produce any items that may be in violation with University and residence hall policies prior to conducting a conduct search. A consensual search allows residents to be forthcoming with officials about any violations that have occurred in the residence halls and will help expedite the process. Cooperation with officials will be noted in conduct records. University officials will respect resident's belongings and treat them with care when conducting any search. Conduct searches may be conducted when drugs, alcohol, or weapons/explosives are suspected to be in a residence hall.

### **Sledding and Other Outdoor Activities**

Outdoor activities are encouraged in the play fields located on Newburg Road or in the University Quad. Sledding and skateboarding are not allowed on any campus property.

### **Smoke Free Environment**

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

### **Solicitation**

No solicitors, salespeople, or agents, whether students or not, are permitted to personally contact students in the residence halls for commercial purposes except when contracted by the University or Department of Housing and Residence Life. Students are not permitted to go door-to-door for promotional reasons unless approved by the Director of Housing and Residence Life and/or their designee. If you have received sales solicitations or promotional information by phone, mail, door-to-door, or on your vehicle's windshield, please inform the Residence Life Office. Additionally, students are not allowed to use their rooms for commercial purposes.

### **Theft**

The University is not responsible for any loss or damage due to theft, fire, vandalism, accident, or student negligence; the University does not provide insurance for your personal property. Students are encouraged to inventory all personal belongings and to record serial numbers when possible. Residents are strongly advised to have their parents' homeowner's insurance cover their personal property at school or to obtain renter's insurance. In the event of theft, immediately advise your RA/Residence Life and Public Safety. If a lock is not working properly, report it to the Residence Life Office or if after hours, the RA at desk/on-call or Public Safety. Students are expected to refrain from taking others' belongings without their permission.

### **University Property**

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

### **Vandalism**

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

Sanctions for those responsible for the vandalism may include restitution of property damage, disciplinary action, and possible expulsion from the halls or the University. More information regarding damage charges are found below under the 'damage charges' section.

### **Visitation**

In all co-ed halls (Anniversary, Petrik, Siena Quarto, and Siena Terzo, 1816 Norris Place), "in-hall visitation" (students living in the same halls visiting each other) and guests from outside the hall are permitted 24 hours a day, 7 days a week.

In community bath style halls, same floor visitation is permitted 24 hours a day, 7 days a week. Guests from other floors, other buildings or outside the halls are allowed from 10:00 a.m. – 2:00 a.m. each day.

All visitors are expected to abide by Residence Life policies and must be accompanied by their resident host while in the halls. Visitation may be restricted during breaks or when the halls are closed.

## **FACILITIES**

The facilities management staff has made, and continues to make, renovations and preventative maintenance. The guidelines below regarding damages, decorations, elevator use, pest extermination, housekeeping services, inspections, painting, and general maintenance have been established to reduce necessary and costly repairs. Each student is responsible for the care and cleaning of their room/suite. The room and furnishings must be kept in clean and orderly condition and remain in the room at all times. It is expected that students will be considerate of University property.

### **Damage Charges**

The University holds each student accountable and responsible for damage to University property beyond normal wear and tear. Breakage or marring of furniture; defacing of walls, ceilings, carpets; use of nails, screws, staples; damage to windows, doors; or general vandalism to University property may 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 and all individuals in that area will be responsible.

Areas may be defined but not limited to: building, floor, bathroom, suite, and 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, kitchens, lounges, computer labs, and study rooms. Additional areas may be identified on a case-by-case scenario.

Damage to decorations and bulletin boards may be included in vandalism charges. Improper disposal of trash may also result in damage charges to the area. Responsibility for the maintenance of a vandalism-free environment rests with the individuals living in each building. RAs, the Residence Life professional staff, and Public Safety help facilitate safety and security within the residence hall boundaries. Billing for damage assessments will occur monthly or as needed. These assessments are charged against the student bill. Fines, in addition to assessments, may be levied especially in cases in which fire safety equipment or other security property has been damaged. Such fines are billed to a student account and must be paid promptly to ensure one's status in the residence halls.

### **Decorations**

Decorations are encouraged to enhance and personalize residents' rooms. Because of the fire hazard, live Christmas trees, wreaths, and garlands are not permitted. Hanging any item from the ceilings, in doorways, over lights, and over fire safety equipment (e.g., smoke detectors and sprinklers) is prohibited for fire safety reasons. 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. Wallpaper borders and other fixed decorations are not permitted. To hang items in the rooms, 3M hooks or other non-damaging products are recommended. Please be careful when removing decorations to avoid potential damage charges.

### **Elevator**

The elevator is a convenience for residents of Siena, Petrik, and Anniversary Halls. Overloading and manually holding the doors open will cause the elevator to malfunction. Please use the "open door" button to hold the door. Elevator repairs are expensive and may 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 submit a maintenance request through School Dude.

## **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 suite bathrooms and suite common areas in Petrik, and suite and private bathrooms in any other residence hall. 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 end of the semester hall closings.

## **Painting**

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

## **Maintenance**

Residents are encouraged to complete a Maintenance Request Form online through School Dude as soon as a maintenance need arises. The Maintenance staff person completes work orders between 7:30 a.m. and 3:30 p.m., and in order of receipt and urgency. There may be times where second shift maintenance responds to work order requests. The staff member will always knock and announce their 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. If there is a maintenance emergency after hours please contact the RA at desk/on call or Public Safety.

## **Screens**

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

screens.

# **MEDICAL EVENTS**

## **Serious and Life-Threatening Illnesses or Injuries**

1. Do not move a seriously injured person. Call 911 then call the Office of Public Safety.
2. If a non-serious medical event arises during office hours, please contact the Residence Life Office immediately at 502.272.7272. Public Safety will be contacted immediately by the Residence Life Office.
3. If a medical event arises at any time other than normal office hours, please contact the Office of Public Safety at 502.272.7777. The Office of Public Safety will notify the Residence Life professional on call.

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

# **FIRE SAFETY**

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

## **What To Do in Case of Fire**

1. If you discover or suspect a fire – Sound the alarm, call 911 then call the Office of Public Safety and Transportation (502.272.7777).
2. Leave the building – Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, go to your designated evacuation area to allow clear passage of emergency personnel and equipment.

3. Do not go back – Do not re-enter the building until safety officials say it is safe to return.

### **Fire Extinguishers**

Care must be taken in operating the fire extinguisher properly. Fire extinguishers generally are operated by pulling out the locking pin, aiming the nozzle at the base of the fire, and squeezing the handle and sweeping back and forth. An easy way to remember this is: Pull, Aim, Squeeze, Sweep. 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) used 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 or Public Safety and it will be recharged and replaced.

### **Fire Drills**

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

### **Suggestions For Fire Safety**

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

### **General Steps For Evacuation**

1. Get down low and crawl if there is smoke - If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.
2. Feel doors before opening - Before opening any doors, feel the metal knob; if it is HOT, do not open the door. If it is cool, brace yourself against the door, open slightly, and if heat or heavy smoke are present, do not enter. Immediately close the door.
3. Go to the nearest exit or stairway - If the nearest exit is blocked by fire, heat or smoke, go to another exit. Do not use elevators. All building elevators are dysfunctional during a fire alarm. Close as many doors as possible as you leave, this helps to confine the fire.
4. Keep doors closed if trapped - If you are trapped in a room, place towels or clothing, preferably wet under the door to keep smoke out.
5. Signal for help - Hang an object out the window (bedsheet, jacket, etc.) to attract attention. If a telephone is available call 911 then call the Office of Public Safety and Transportation (502.272.7777) and report, you are trapped. Be sure to give your room number and location.
6. Do not jump from the room - Any rescue attempts will be made by the Fire Departments.

### **Specific Evacuation Procedures for Residence halls**

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

- Kennedy Hall: Descend the stairwell closest to your room. Exit through the front lobby or the emergency fire door on the ground floor. Assemble in the parking lot area below the residence halls away from the building.
- 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 away from

the building.

- Siena Halls: Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area away from the building.
- 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 away from the building.
- Anniversary Hall: Descend the stairwell closest to your room. Exit through the lobby or the emergency fire door on the first floor. Do not use the elevator. Assemble in the parking lot adjacent to the building, yet far enough away to maintain safety.
- 1816 Norris: Descend the stairwell closest to your apartment. Exit through the front or rear exit. Assemble in the parking lot behind the building yet far enough away to maintain safety.

### **Evacuation Of Persons with Disabilities**

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

If you require any assistance evacuating the residence hall in an emergency (e.g. fire), please notify the Accessibility Resource Center and the Director of Housing and Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the on-call team, residence life staff, Public Safety, and fire department personnel who could provide assistance.

### **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 Public Safety of any damage.

**Tornado Watch:** A tornado watch is issued when weather conditions are favorable for the development of severe thunder-

storms that are capable of producing tornados. A tornado watch, therefore, implies that there is also a severe thunderstorm watch. Follow the same precautions as a severe thunderstorm watch.

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

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

Please sign up for RAVE alerts through One Bellarmine to be notified of severe weather.

## ***STUDENT CONDUCT PROCESS***

(See Code of Student Conduct)





**BELLARMINE**