Admitted students and guests of Bellarmine University are bound to abide by the policies and procedures found in the Student Handbook. It is your responsibility to annually view the contents of the handbook. You may receive a hardcopy of the handbook in the Dean of Students Office (Centro, Treece Hall, CNTH 225K) or view the handbook online at www.bellarmine.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**

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

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

Welcome to the 2019-20 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 and 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 handbook. You may broaden your horizons by studying abroad and by participating in service projects; challenge yourself physically with more than 20 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. Become fully engaged and make your mark on Bellarmine and the city of Louisville.

Your time on campus will pass quickly, you will make lifelong friends, and hopefully your experience at Bellarmine will inspire you throughout your lifetime. The learning you will experience in the classroom will be enriched by the opportunities outside of the classroom. Be sure to find a mentor and commit yourself to being a prepared and engaged student.

Live each day with integrity, be the best that you can be, 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.

Savor the moments and seize the opportunities, your future is bright, and I look forward to watching you flourish. We are excited you are here as we continue to rise up together!

Sincerely,

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.

Bellarmine 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 his or her 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

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.

This journey is your own; ask for help and if you see another Knight who may be facing a challenge, support them in that challenge.

In sum, embrace and fall in love with your own unique Bellarmine experience. Go Knights!

In Veritatis Amore,

Helen Grace Ryan, Ph.D.

*Vice President for Student Affairs*
### IMPORTANT CONTACT INFORMATION

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<tr>
<th>Department</th>
<th>Phone Number</th>
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<td>Academic Affairs</td>
<td>502.272.8250</td>
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<td>Bursar’s Office</td>
<td>502.272.8264</td>
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<td>Campus Ministry</td>
<td>502.272.8051</td>
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<td>Campus Recreation</td>
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<td>Campus Store</td>
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<td>Career Development Center</td>
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<td>Counseling Center</td>
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<td>Dean of Students</td>
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<td>Disability Services</td>
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<td>Financial Aid</td>
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<td>502.272.8493</td>
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<td>Office of Identity and Inclusion</td>
<td>502.272.8302</td>
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<td>Office of Public Safety</td>
<td>502.272.7777</td>
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<td>Office for Study Abroad &amp;</td>
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<td>International Learning</td>
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<td>Registrar</td>
<td>502.272.8133</td>
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<td>Residence Life Office</td>
<td>502.272.7272</td>
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<td>Student Activities and</td>
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<td>Student Success Center</td>
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<td>Technology Support Center</td>
<td>502.272.8301</td>
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*For additional contact information, please see the Faculty and Staff Directory available on your One.Bellarmine.edu dashboard.*
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BELLARMINE UNIVERSITY
MISSION STATEMENT

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.

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
As part of our mission and vision, we are focused on the values of Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

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

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

TRADITIONS

Motto - The motto of Bellarmine University is In Veritatis Amore – in the love of truth. The love of truth which the university strives to impart to its students is rooted in the conviction that the human intellect is capable of penetrating an objective order of reality and of arriving at communicable truths concerning it. Growth in the love of truth requires intellectual humility and intellectual honesty. It requires that emotion, prejudice, and personal preference yield in the face of evidence and that truth will be given respect and acceptance wherever and however 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 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 feminine symbol of hospitality, the pineapple recalls the Tuscan warmth and hospitality of the distinguished Montepulciano house of Jesuit, Cardinal, and Saint Roberto Bellarmino, the university’s namesake and patron saint. By extension, the pineapple also represents cura personalis, the concern for each person as an individual, and each individual as a whole person, that characterizes teaching, learning, and life at Bellarmine University and that welcomes all persons to Bellarmine.
In the upper right quadrant appears the “Ursula Laurel” tree derived from the Ursuline coat of arms and symbolic of the privileged and fortunate participation of Bellarmine University in the legendary Ursuline education tradition, a privilege made possible by the openness and willingness of Ursuline College to merge with Bellarmine in 1968.

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

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

The Bellarmine Seal was originally developed in the shape of an oval in 1953 by 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.

HISTORY

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

The Bellarmine campus of today stands on property that was a part of a royal land grant from King George III to James McCorkle for his service in the French and Indian War. When the American Republic was born, the land was retitled by Thomas Jefferson, Governor of Virginia, of which Kentucky was then a part. During the antebellum period, this land was 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 forty-two graduating seniors, “The Pioneer Class,” received their diplomas in 1954. In 1968, Bellarmine merged with Ursuline College, a Catholic college for women established by the Ursuline Sisters of Louisville in 1938. It was at the time of merger that the traditional student body became coeducational (the evening division had been coeducational already), and Bellarmine became independent with a self-perpetuating governing board.

In 1963, Bellarmine opened the Thomas Merton Studies Center devoted to the works of Thomas Merton, a monk at the Abbey of Gethsemani. Today this internationally significant archive contains over 50,000 items; more than 200 doctoral dissertations plus master’s theses and numerous books have been written based in part on work at Bellarmine’s Center. In the spring of 1997, the Thomas Merton Center moved into the second floor of the W. L. Lyons Brown Library 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; master’s degrees in Athletic Training, 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 I 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; the Annsley Frazier Thornton School of Education; and the School of Continuing and Professional Studies.

Bellarmine 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 transformation of the Campus Tennis Club into the Bellarmine Sport, Recreation and Fitness Center; creation of the Eddie Weber Tennis Complex; major expansions of the University Dining Hall and the former School of Communication; the 28,500-square-foot Norton Health Science Center; the Owsley Brown Frazier Stadium and Joseph P. and Janet A. Clayton Field; the Fontana di Verità (Fountain of Truth); and a three-story addition to the Bellarmine Office Building, which was renamed Nolen C. Allen Hall in 2012.

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

Dr. Doris Tegart led Bellarmine University through the 2016-2017 school year after the passing of our longest-serving president, Dr. Joseph J. McGowan. Bellarmine’s fourth president, Dr. Susan M. Donovan, has led us through the announcement of Bellarmine University’s invitation to Division I of the NCAA and a major renovation of Petrik Hall into a suite-style residence hall for upperclassmen. 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 in its mission.

RIGHTS & RESPONSIBILITIES

Each member of a community is guaranteed certain rights. Likewise, each member has responsibilities to that community. Bellarmine University has established certain rights as well as rules and regulations to promote the orderly conduct of its educational programs. Each new student entering the University is expected to read and refer to the most current version of academic and student conduct policies as published in this handbook and/or in the Course Catalog. 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 responsibility for orderly 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. In order to ensure the protection of the rights of the student, the University adheres to certain recognized reporting and appeals procedures.
STUDENT LIFE AND RESOURCES

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 move-in day, prior to classes beginning. It is led by trained upperclassmen 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 administration 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 Director of Orientation, New Student and Family Programs (502.272.8433).

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

The Knight Transition is our orientation program offered for transfer and re-admitted students. This half-day 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 as well as an academic advisor. Information about The Knight Transition is sent out during the summer. For more information, contact the Director of Orientation, New Student and Family Programs (502.272.8433).

Family Programs at Bellarmine University is a partnership with the Office of Development and Alumni Relations. The University regards family members as partners in the educational journey of all students. Programs, events, and open communication will assist parents and family members in engagement with the University community, will aid families in navigating the institution, will assist in supporting students, and will seek to develop a long-lasting connection to the Bellarmine community. For more information and resources about Bellarmine University Family Programs, please visit https://www.bellarmine.edu/parents. You may also contact the Director of Orientation, New Student and Family Programs at parents@bellarmine.edu.

RESIDENCE LIFE

On-campus residence affords students added opportunity to become fully involved in college life. All full-time students with 89 or less credit hours must live in the residence halls or with a local parent/guardian (within a 50 mile radius of the university). Those students 22 years of age or older are exempted from the policy. Those students found in violation of this policy may be subject to a fee equal to half of the lowest double room rate for Fall and Spring semesters. This fee will be assessed each semester that they are in violation of the Residential Living Policy. This policy is established on the belief that residential living provides students with the educational and social foundation necessary for continued personal and academic growth.

All residential students are required to have a meal plan during each contract year. Bellarmine provides a meal plan program that offers the student tremendous flexibility and convenience. The meal plan options described in the Food Services section of the Student Handbook allows you to select a meal plan that best meets your needs. Students may change their meal plan selection during the first ten business days of each semester. Meal plan exception applications must be submitted prior to the beginning of the semester for consideration. Please visit Residence Life if you have questions.

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. Letters are sent to current residential parents and students in fall to remind them of the policy and to explain the exemption process.

Those students found in violation of this policy will be referred to the Dean of Students’ office for an alleged code of conduct violation. The student may be subject to a fee equal to half of the room rate for Fall and Spring semesters. This fee will be assessed each semester that they are in violation of the Residential Living Policy.

Exemption process

- Students complete the application and submit the requested documentation to Associate Dean/Director for review. If students are moving home, parents must sign and notarize a statement affirming that the student will be living with them at their primary residence.
- Exemptions are granted (typically) for two reasons: (1) A significant change to their financial situation or (2) A medical situation.
- Associate Dean/Director of Residence Life can approve or deny the request or send to committee
- If denied, students can appeal decision and the committee will hear the request
- All appeal requests and any additional documentation is submitted to the appeals committee. Offices represented on the committee include Admissions, Financial Aid, Athletics, Food Service, Health Services and Disability Services
In the case of Administration learning of a student living off campus, the student may be subject to the campus discipline process. The Dean of Students (or designee) will discuss the issue with the student. If there is an alleged policy violation, the DOS (or designee) would present allegations to the student as they are violating the student code of conduct: “Violation of federal, state, or local laws and ordinances, or University policies,” Violation of University policies including the residence hall contract,” and/or “Forgery, falsifying identification, and providing false information to University officials.”

Students would chose to settle the matter through an informal hearing or a panel hearing. The sanction in this case would be restitution. Assuming the students are found responsible, students would pay a fine or would move back to campus. The fine would pay the contract buy-out fee or would move back to campus. The contract buy-out fee would be no more than half of the lowest residence hall rate that academic year until they are eligible to move off campus (89 hours).

**Off Campus Housing Policy**

Students in compliance with the university residential living policy may choose to live off campus in a residence that is not their parents'/family primary residence. Stipulations for moving off campus include: Students who are older than 22 years of age, enrolled in a graduate program, and/or completed 89 credit hours or are approved to move off campus through the residential living policy exemption process.

Bellarmine University reserves the right to address student misconduct occurring at off campus residences. The Code of 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 parents'/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 family 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 university before registration each semester that they are living off campus. Students register their address through Self Service under User Profile. Enter the address as a “new off campus/local” address. Failure to do so could result in a $150 fine.
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. See the Registered Student Organization Handbook for information about events and how to register. 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 policy may include:**

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

**COMMUTER SERVICES**

Students living off campus or 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.

Locker rental in Centro is available free of charge. The locker rental agreement (available on the Commuter Services website https://www.bellarmine.edu/studentaffairs/commutercenter) should be completed and submitted to the Dean of Students Office. The Student Government Association has recently remodeled the Commuter Lounge in Centro, including a kitchen with fridge, sink, and microwaves as well as lounging area, a pool table, and computers and printers. 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. To make arrangements to stay on campus, students should contact the Office of Public Safety at 502.272.7777. If a residence hall room is available, students will be provided a pillow and linens and stay overnight, free of charge. The Office of Public Safety will coordinate with the Residence Life Coordinator to facilitate accommodations. If a residence hall room is not available, students may stay in the couch area of Horrigan Hall with provided linens and a pillow. At the student’s request, personal belongings may be locked in the Lintner Board/
Fireplace Room overnight. The couch area is secure, monitored, and has access to a bathroom.

**FOOD SERVICES & MEAL PLANS**

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

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

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

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

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

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

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

**Residential Students**
The meal plan options give students maximum flexibility, affording students the opportunity to select a plan that best meets their needs. These options allow a student to use their meals at any time during the week, up to the limited number allotted for the week or semester, depending on the specific plan chosen. Updated meal plan options can be found at https://bellarmine.sodexomyway.com/my-meal-plan/.

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

**Commuter Students, Faculty and Staff**
Additional food service options are available for commuters, faculty and staff members. These options include the Commuter Meal Plan, Declining Balance Flex$ and BU Dollars. Payment can be made online for these options with an echeck (no fee) or by credit card (2.75% fee). The Bursar’s Office can also accept cash or check for these plans. The commuter meal plan can be found at https://bellarmine.sodexomyway.com/my-meal-plan/.

**Declining Balance Flex$**
All students may open a Declining Balance account and they will receive all meals without taxes. Students may add Declining Balance Flex$ at the Bursar’s Office with cash or check or at One.Bellarmine.edu on the One Payment Gateway. Declining Balance Flex$ work on the same principal as a pre-paid debit card. Unused Declining Balance Flex$ roll over from fall to spring semester, and also roll over from academic year to academic year.

After graduation or withdrawal from Bellarmine, students may request a refund of any unused Declining Balance Dollars, provided they do not have an outstanding balance due to Bellarmine. A processing fee of $20.00 will be deducted from any such refund check printed. For students with an outstanding
balance, the unused Declining Balance Dollars may be applied to your Bellarmine account balance. Unused Declining Balance Flex$ remaining on your account 12 months after your date of graduation or withdrawal will be forfeited to the University. To monitor your Declining Balance Flex$, you may log onto your one.bellarmine.edu account.

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

BU Dollars
BU Dollars is an online, prepaid declining balance account that may be used on Bellarmine’s campus and at various participating locations around the city of Louisville. Unlike Declining Balance Flex$, BU Dollars can be used at the Bookstore and at off-campus locations. This account will roll over from one semester to the next as long as the student is affiliated with the university. Please contact the Bursar’s Office directly to receive a list of participating vendors.

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

STUDENT ACTIVITIES & ORGANIZATIONS
The Student Activities Center offers numerous opportunities for members of the Bellarmine community to be involved. Bellarmine has a wide variety of campus organizations, including academic, special interest, social, spirit and honor societies. The Bellarmine Activities Council (BAC) coordinates a diverse calendar of programs and activities to enrich campus life utilizing student activity fees. The Student Government Association (SGA) provides a voice for all students on campus issues. For a complete listing of campus organizations or to start a new organization visit the Student Activities Center (CNTH 023) or find more information online at https://engage.bellarmine.edu. Please call us at 502.272.7725 with any questions or concerns.

Community Engagement, Service, and Leadership Opportunities
Service is highly valued at Bellarmine University as a way of life. Thousands of hours of service are logged each year, dedicated to improving the human condition and communities in the area, the region, and abroad. Volunteer and service opportunities are advertised and listed in Engage to provide contact information for students and groups who wish to serve. The Community and Engagement Coordinator and the SGA Vice President for Community Engagement and Campus Culture plan opportunities for students throughout the academic year. All first year students participate in a service experience during Week of Welcome to introduce them to the BU ethos of service. Through Academic Affairs, service is infused into the curriculum to provide experiential education. Such service learning opportunities include both local and international sites. Domestic Alternative Spring Break trips and a variety of short and long-term engagement initiatives are also sponsored each year. Students interested in participating in community engagements should contact the Community Engagement Coordinator in the Student Activities Center. Bellarmine University encourages all students to explore their leadership potential in preparation for being leaders in their industries, fields, and communities. Bellarmine provides unique opportunities to assist students in exploring leadership styles, developing skill sets, and growing their confidence. Students can participate in the Leadership Certificate Program, attend leadership retreats and workshops, and take on leadership roles with student organizations or Student Affairs offices. To learn more about these opportunities, students are encouraged to visit the Student Activities Center.

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

The Kentucky State Board of Elections website answers many questions about voting, allows one to download the voter registration form and provides a listing of all county clerk offices in the state where the forms can be sent. To register to vote or for more information go to https://tinyurl.com/BellarmineVotes.

Students who are registered to vote in their home state may request an absentee ballot by going to www.usa.gov and clicking on Voting & Elections under the Topics menu or by contacting the county clerk in their hometown. For a listing of Kentucky’s county clerks go to https://tinyurl.com/BellarmineVotes. For additional information, visit https://vote.gov.
CAREER DEVELOPMENT

The Career Development Center offers many services to students and alumni to assist in the discovery and pursuit of meaningful work. The Career Development team provides individual advising, career courses for academic credit, career programs and events, and alumni networking events to prepare students and open doors to experiential learning, graduate education, and career advancement.

Career Advising Services

These include: Career assessments, major and career exploration, resume and cover letter reviews, interviewing skills, mock interviews, job/internship search, networking, and more. Career advising appointments can be scheduled through the career platform, Handshake, at https://bellarmine.joinhandshake.com using a Bellarmine login.

Career Courses

These include: BU199 – Major and Career Pathways is a 1-credit, 7-week course designed to assist first-year and sophomore students with selecting a major and career decision-making. BU299 – Internship Preparation and Success is a 1-credit, 7-week course designed for sophomore, junior, and senior students to assist with resumes, job search, interview skills, networking, and professional expectations. BU299 is also a pre-requisite to receive the Summer Internship Scholarship — providing a 3-credit internship in one’s major for just $350.

Career Programs and Events

These include: job shadows, mock interviews, career visits to employer sites, industry career fairs on campus, etiquette dinner, fashion show, Alumni Mentor Program, and more. The Alumni Mentor Program is open to sophomores through senior class students and is one of the largest in-person mentoring programs in the country. Each year, hundreds of students and alumni are matched for career coaching and support.

Internships and Experiential Learning

Bellarmine guarantees every student an internship opportunity. In recent years, 70% of students have completed an internship for academic credit by the time they have graduated and many students have completed multiple learning experiences outside of the classroom. Internships provide valuable experience, connect classroom curriculum with professional practice and offer first-hand exposure to opportunities and organizations in the student’s area of interest. All majors offer internship credit and many of them require it. For those looking to do an internship over the summer, BU299 is a pre-requisite to receive the Summer Internship Scholarship — a 3-credit, full-tuition scholarship for an internship in one’s major.

Students are charged a $350 internship fee.

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

Bellarmine University’s Career Development website is your launching point for career resources, services, programs, and events to assist in achieving your personal and professional goals, while at Bellarmine and beyond. For more information, visit Career Development on the ground floor of Centro Hall, offices CNMH 090-082, visit https://www.bellarmine.edu/careerdev, email careerdev@bellarmine.edu, or call 502.272.8151.

CAMPUS RECREATION

Sport, Recreation, & Fitness Center (SuRF)

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

The SuRF Center (502.272.8312) consists of three indoor tennis courts, six outdoor tennis courts, cardiovascular machines, free weights, weight machines, and free play courts. There is a lounge area with billiards, ping-pong, a TV equipped with an Xbox and a Wii where students gather for fun and relaxation. Men’s and women’s showers and dressing areas are also located in the facility. Free student wellness classes, such as yoga, Boot Camp, Butts & Guts, and Pilates are offered at the SuRF center in addition to personal training. Class descriptions, schedules, and locations are posted on the SuRF website: www.bellarmine.edu/studentaffairs/recreationcenter.

Intramural Sports

Intramural Sports at Bellarmine University are housed within the Department of Campus Recreation and are designed for maximum student participation. The program not only provides opportunities for competition and recreation, it also provides for extensive student involvement in the administration and supervision of every activity.
The objective of the program is to offer a wide range of activities that can be enjoyed by all students, faculty, staff members, or alumni who wish to participate. We provide an organized and supervised program that is responsive to the needs of all Bellarmine University community members.

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

Activities offered include: flag football, volleyball, softball, basketball, billiards, dodgeball, cornhole, soccer, video games, and more. Various special one-day events and tournaments are also hosted on a weekly basis. For more information, contact the Intramural Office at 502.272.8341. The Intramural Office is located in the Sport, Recreation and Fitness Center, Surf 105.

Registration as well as information on all Intramural activities and Club Sports, rules, forms, handbooks, policies, and contact information can be found on www.IMLeagues.com/bellarmine or on https://tinyurl.com/BellarmineIntramurals. Download the free REC*IT app to join or create teams, view schedules and upcoming activities, and manage your IM Leagues account.

ATHLETICS

Currently, Bellarmine University is for the majority of its sports a member of the National Collegiate Athletic Association (NCAA) Division II and competes in the Great Lakes Valley Conference (GLVC) that it helped launch in 1978. Bellarmine also sponsors NCAA Division I men’s lacrosse, which competes in the Southern Conference, and NCAA Division II women’s field hockey, which competes as an independent. The school sponsors a total of 22 men’s and women’s sports.

In the spring of 2019, it was announced that Bellarmine had accepted an invitation to join the ASUN Conference and move into Division I of the NCAA. This will elevate our athletic programs to Division I status beginning in the summer of 2020; Bellarmine will be 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

All faith initiatives on campus are organized through or must be registered with the Office of Campus Ministry and the Interfaith Coalition (IFC). Students of all 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. Our aim is to encourage students to engage in spiritual self-reflection, adopt healthy spiritual wellness practices, become fully-formed spiritual adults, and to respect all faith traditions.

Founded as a Catholic college, Bellarmine continues to exercise its Catholicism in prayer and worship and to offer Catholic students a home in which they might become mature, responsible Catholics. We are equally committed to providing a home for students of all faiths to grow into a deeper, more mature understanding of their own traditions and to connect with others in a spirit of ecumenical and interfaith community. Students who are exploring or claim no particular faith tradition are also encouraged to engage in dialogue, reflection, and community with other students around faith and spirituality.

Through the Office, certified lay ministers, priests, ordained ministers, rabbis, and religious sisters offer individual and group spiritual direction for students seeking to deepen their relationship with God, to improve their prayer lives, to discover their gifts and talents pointing to their calls in life, to discern their course in important decisions, and to find the “true self” about which Merton wrote so often. Equally important is discerning the most appropriate ways we can put faith into action. An interfaith gathering space, the Office of Campus Ministry 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.

Staff & Support Persons

Staff, Peer Ministers, local seminarians, and the leadership of current faith-based organizations coordinate efforts to include all students who are interested in spiritual growth. Campus Ministry staff members offer resources and direction for individuals, student groups, and programming.

Religious Affinity Groups

Groups of students who identify as Catholic, Interdenominational Christian, Jewish, and Better Together (which includes students of all and no faith tradition working for justice and peace) meet regularly to plan events. Other religious affinity groups can and do exist formally and informally, and 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 would meet with the Director of Campus Ministry to register their group and to receive access to resources, space reservations, and help in reaching more students. The Office maintains a list of local ministers who can serve as additional resources. University and non-Bellarmine ministry personnel must be approved by the Director and, with the other faith-based groups, agree to abide by the Campus Ministry Covenant.

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 Director of Campus Ministry. Mass is offered on Sundays, Tuesdays, Thursdays, and on Holy Days of Obligation when classes are in session. Students serve as the chapel musicians and liturgical ministers. Interfaith worship services, special Masses, and educational events held in the Chapel are published via Engage and through campus email. Off-campus faith-related events also are advertised by the Office for area churches and houses of faith. There are several other sacred spaces on campus. A Marian grotto is located outdoors, at ground level beneath the Chapel; a Meditation Room is located in Anniversary Hall; and an Interfaith Reflection Room was established in the W.L. Lyons Brown Library 202A in 2019. Additionally, the Thomas Merton Center in the Brown Library is a quiet place to read, study, and meditate.

OFFICE OF IDENTITY & INCLUSION
The mission of the 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 underrepresented populations, while promoting diversity, and encouraging community members to challenge their own personal narratives.

We fulfill this mission by providing opportunities that engage the BU community in identity exploration, cultural humility, and social justice, while also providing a number of support services in partnership with entities across Bellarmine. 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, or check out our webpage at https://www.bellarmine.edu/oii.

INTERNATIONAL STUDENT & SCHOLAR SUPPORT
Bellarmine University is committed to the support of its students from around the world in order to help them flourish. This office assists international students with any U.S. Citizenship and Immigration Services (USCIS) or Department of State visa concerns and other processes, including employment options, internships, and other opportunities. We also support 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 stop by the Office of International Student Services or call 502.272.8027.

DISABILITY SERVICES
Bellarmine University is committed to equal educational opportunities and full participation for persons with disabilities. It is the University’s policy that no qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any University program or activity. This policy derives from the University’s commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities, and services. Students who believe they have suffered disability discrimination should follow procedures outlined in the Disability Service Grievance Policy (p. 81). In the event the University determines that discrimination has occurred, it will take steps to prevent its recurrence and will correct its effects, if appropriate.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University’s departments, offices, and personnel. Academic and housing accommodations are available to students with documented disabilities. Disability Services is located in 074 and 076 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 Disability Services website, www.bellarmine.edu/studentaffairs/disabilityservices. You may also contact the Disability Services Office at 502.272.8490 or rpurdy@bellarmine.edu for any additional questions.

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 Disability Services. The Director of Disability Services 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 offices:

- **Disability Services**
  076 McGowan Hall - Centro
  502.272.8490
  rpurdy@bellarmine.edu

- **Residence Life Office**
  Petrik Hall, First Floor
  502.272.7272
  lmaxie@bellarmine.edu

- **The Office of Public Safety**
  054 Treece Hall - Centro
  502.272.7777
  dfox@bellarmine.edu

- **Dean of Students Office**
  225 Treece Hall - Centro
  502.272.8150
  smcgreevey@bellarmine.edu

All emergency plans will be kept confidential within the Office of Public Safety. 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 he/she can await assistance from emergency personnel;
- Communication tools that the individual can use to inform emergency personnel of his/her location;
- The 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 the extent of the assistance you may need in case of an emergency. It is your responsibility to make your needs known.
- Register your mobile-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 Assistant**

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 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 outages) should contact the Office of Public Safety at 502.272.7777.

Accessible Parking

Bellarmine University provides parking spaces at a reasonable proximity to classroom buildings, residence halls, and office buildings for students with disabilities. These spaces are clearly marked with the universal symbol for disabled areas. Students with disabilities wishing to park on campus must apply for a Bellarmine Accessible Parking Permit. Please see p. 51 of the Safety and Security section of the Student Handbook for policies and procedures for accessible parking permits.

Pets, Service Animals, and Assistance Animals

Pets are not permitted in buildings on the Bellarmine University campus, including the interior and exterior of residence halls, suites, apartments, public buildings, classrooms, and eating areas. Only certified service animals and approved assistance animals registered with the Office of Disability Services are permitted in these areas. The Americans with Disabilities Act (ADA) defines a service animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform 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/BellarmineServiceAnimals. The care and supervision of any service or approved assistance animal is the responsibility of the individual with a disability using the animal’s services. Service and assistance animals must also pose no threat to the health or safety of members of the Bellarmine University community to be permitted in buildings or on other campus areas. Please contact the Disability Services Director at 502.272.8490 for information about the approval process and documentation requirements.

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

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, Health Services, Disability Services, the Student Success Center, and the Office of Public Safety. Reports are received and processed daily by the team and appropriate interventions and follow-up are planned for the individuals of concern. The team meets 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 via a form on the Dean of Students Office website at https://tinyurl.com/BellarmineCares. 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 are welcome visit Dean of Students Office on the top floor of Centro, Treece Hall, Rooms 225K,L,C or call 502.272.8150 or submit that concern through our Student Concern Report found at https://tinyurl.com/BellarmineConcernReport. Students may submit information to form 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 by the Dean of Students Office and a representative from that office 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 bias 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 housing or food insecurity
- Any other concern related to students at Bellarmine or incidents that may involve Bellarmine students happening either on or off campus
- Incidents of hazing
- Reports related to issues with a campus service, program or activity

CAMPUS WELLNESS

Within the Department of Campus Recreation, Campus Wellness offers educational outreach such as special events, presentations, and trainings surrounding various topics of health and wellness. Relevant topics for students include resilience, stress, sleep health, nutrition, physical activity, mental health, and much more. Holistic wellness considers the mind, body, and spirit, and Campus Wellness encourages students to explore opportunities to integrate elements of wellness in different aspects of their lives. Opportunities for students to become involved with Campus Wellness include serving as a Peer Wellness Educator and academic internships. For more information please contact us at 502.272.8340. Visit us at https://www.bellarmine.edu/wellness.

COUNSELING SERVICES

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

**KNIGHTS PANTRY**

The Knights Pantry provides free supplemental food for students who are challenged with food insecurity. The mission of the pantry to provide nutritious food in support of the academic success of students. All current students may access the food pantry which is located on the top floor of Centro, Treece Hall, Room 225, Monday through Friday from 8 a.m. to 5 p.m. If a student requires access any time outside of these hours, they may gain access to the pantry by calling Campus Safety at 502.272.7777. The Knights Pantry is made possible through partnership with Dare To Care. To learn more about the pantry, please visit https://tinyurl.com/KnightsPantry.

**HEALTH SERVICES & MEDICAL EMERGENCIES**

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

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

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

**Other Medical Needs**

1. Visit the Health Services office, located in Newman Hall, or call the nurse at 502.272.8313. Walk-ins are welcome, but appointments are highly encouraged, as the nurse is not always available. Please go to your Patient Portal (https://bellarmine.medicatconnect.com) or contact the Health Services office to make an appointment.
2. If there is an emergency need for medical assistance, call 911 and then contact the Office of Public Safety at 502.272.7777.
3. You may also wish to visit one of the local clinics listed below.

**Norton Immediate Healthcare**

2450 Bardstown Road, 502.459.3991
Monday - Friday 9:00 a.m. - 9:00 p.m.
Saturday and Sunday 12:00 p.m. - 6:00 p.m.

**Kroger Little Clinic**

– 2440 Bardstown Road, 502.632.0984

**Dr. John F. Sullivan General Practitioner**

– 7440 Jefferson Blvd., 502.969.0975

**Norton eCare Visits**

Through a generous grant from Norton Healthcare, students now have access to 24/7 medical care through Norton eCare video visits. This is a fee service for Bellarmine students that provides quick, non-urgent care through your phone or computer. This service is available throughout the academic year and during the summer for students residing in Kentucky and Indiana. Visits are for any minor, acute, non-urgent problems such as allergies, cold, flu, cough, fever, insect bite, nausea, vomiting, diarrhea, red eye, skin rash, and urinary tract infection. You will need a MyNortonChart account, a credit or debit card (which will not be charged), and your student ID. Instructions to set up your account and schedule visits can be found at https://tinyurl.com/Bellarmine-eCare.

**Student Illness Documentation Policy**

For the full policy, please see https://tinyurl.com/BellarmineIllnessPolicy. The Bellarmine University Office of Health Services does not routinely provide excuses for students who
**American Heart Association 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 https://tinyurl.com/BellarmineCPR.

**Student Health Insurance**

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

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

All international students attending Bellarmine University are automatically enrolled in health insurance which meets federal regulation requirements. Students will be enrolled in a plan for the academic year through Cultural Insurance Services International (CISI), and these insurance costs will be added to the student’s bill at Bellarmine. Students will be provided with their health insurance card and plan details at the beginning of their first semester. Contact Theodora Han- nan, Coordinator of International Student & Scholar Support Services, at 502.272.8027.

**Immunization Requirements**

In order to promote a healthy learning environment, all residential students are required to submit proof of the following immunizations before beginning courses at Bellarmine University:

1. Tetanus / Diphtheria / Pertussis (DPT) – The last booster must be within 10 years of a student’s first day of class at Bellarmine.
2. Polio – Two doses of polio are required.
3. MMR (Measles, Mumps, Rubella) – Two doses of MMR are required.
4. Tuberculosis – Must have the TB vaccine within one year of a student’s first day of class at Bellarmine.

The following immunizations are NOT required but strongly recommended by BU Health Services:

- Hepatitis A Vaccine
- Hepatitis B Vaccine (series of 3)
- Human Papilloma Virus Vaccine (HPV; also a series of 3)
- Meningococcal (MCV4 series of 2, 2nd dose at or after age 16)
- Annual flu shot – Provided to the campus community each fall

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

Documentation may be submitted via letter from a physician or by using the form available on the Health Services website. Please contact Health Services with questions.

**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 see the policies on withdrawals in the Student Handbook (p. 62).
IN VOLUNTARY WITHDRAWAL POLICY

If a situation arises in which the conduct of a student poses significant risk to the health and safety of others in the community, the Dean of Students and/or their designee may require a student to involuntarily withdraw from the university. For information regarding the process and policies for involuntary withdrawal and readmission, please see the Withdrawal Policies section of the Student Handbook (p. 62).

MANDATORY RISK ASSESSMENT

Bellarmine 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 Dean of Students Office may require a student to undergo an assessment with a health care professional(s) designated by the University within a specified period of time. The purpose of this assessment is to ascertain the level of potential harm that the student’s conduct, actions and/or statements pose to the safety of 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.

EMERGENCY MESSAGES

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

IDENTITY-BASED RESOURCES AND POLICIES

GENDER IDENTITY INCLUSION

Gender Inclusive Restrooms
A list of gender inclusive, single person restrooms can be found at https://tinyurl.com/BellarmineRestrooms. Each building on campus, except the SuRF, has at least one gender neutral restroom. For questions about gender inclusive restrooms, please contact the Director of Identity and Inclusion at jfrazier2@bellarmine.edu or 502.272.7304.

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 in One.Bellarmine. 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 or 502.272.8133 for questions about updating pronouns and/or gender identity in self-service, as well as adjusting chosen or legal names (see p. 65 in the Student Handbook). For support or additional resources regarding gender identity contact the Office of Identity and Inclusion at jfrazier2@bellarmine.edu or 502.272.7304.

PREGNANT & PARENTING STUDENTS

Bellarmine 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.

Bellarmine 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 Title IX Coordinator 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 have the ability to seek additional accommodations in compliance with ADA through Bellarmine’s Disability Services. Should a student wish to pursue support based on pregnancy-related health complications, they can do so by visiting Disability Services located in 076 McGowan Hall in Centro, emailing the Director of Disability Services rpurdy@bellarmine.edu or visiting www.bellarmine.edu/studentaffairs/disabilitieservices.

Information about pregnant students’ requests for adjustments will be shared with faculty and staff by the Title IX Coordinator, Deputy Coordinator, or Disability Services only to the extent necessary to provide the reasonable adjustment. Administrative responsibility for these adjustments lies with the Title IX Coordinator, Deputy Coordinator, 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 Title IX Coordinator or Deputy Coordinator 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: Include (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/Birth-Parent: Refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant person, 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 considerations.
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. Student 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 Title IX office.
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;
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 channeled 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 Title IX office, 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 Title IX office to determine appropriate academic adjustments requests. The Title IX office 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 Title IX office. If, for any reason, caretaking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Title IX office 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 Title IX office and the students’ academic department, when medically necessary.
e. Students who elect to leave under this policy may register under an “on leave” status, students who choose to take a leave of absence under this policy can elect to continue residing in university housing, subject to the payment of applicable fees.
f. 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.
g. Continuation of students’ scholarship, fellowship, or similar Bellarmine-sponsored funding during the leave term will depend on the students’ registration status and the poli-
cies 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.

Housing-related Adjustments
The housing status of pregnant students will not be altered based on pregnancy unless requested by the student.

Lactation Rooms
Private lactation rooms are available in the following areas on campus:
• Pasteur Hall 251
• Allen Hall 108-A (inside the restroom of 108)
• Flynn Building 129

The Pasteur and Allen Hall locations are accessible via a code that is disseminated by HR. To get access to the code, please call 502.272.8435. The Flynn Building location does not have an access code by a locking mechanism on the inside of the room.

Requesting Adjustments
Students who wish to access services, adjustments, or support due to a pregnancy or parenting circumstances are encouraged to contact one of the following administrators:

• Lynn Bynum, Title IX Coordinator
  Horrigan Hall 202B
  502.272.8236
• Natasha Begin, Deputy Title IX Coordinator
  Treece Hall 225K
  502.272.7150

Filing a Report
Should a student wish to file a report of discrimination based on a pregnancy or parenting-related issues as outlined in this policy, reports can be filed in person or in writing to the following individuals:

• Lynn Bynum, Title IX Coordinator
  Horrigan Hall 202B
  502.272.8236
• Natasha Begin, Deputy Title IX Coordinator
  Treece Hall 225K
  502.272.7150

Immediately following notice of a report, the Title IX Coordinator or designee will meet with the reporting party to determine next appropriate steps.

Disseminations of the Policy
A copy of this policy is made available to all faculty, staff, and employees through the Title IX website. The Title IX Coordinator or designee will make educational materials available to all members of the Bellarmine community to promote compliance with this policy and familiarity with its procedures.

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

The University will be guided in its actions by medical evidence, applicable federal and state laws and regulations, and guidelines suggested by the Centers for Disease Control, the U. S. Public Health Service, the American College Health Association, Occupational Safety and Health Administration, and the Department of Health and Rehabilitation Services.
Confidentiality
Health records are treated confidentially. No information, confirmation or denial, about HIV/AIDS or other infectious disease status will be provided to anyone, including families, or any member of the University community. Breach of confidentiality by a University employee will result in disciplinary action.

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

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

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

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

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

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

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

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

Medical Attention is critical. Even if the alleged reporting party ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:
1. Taking a shower or washing any part of the body;
2. Douching;
3. Brushing teeth;
4. Drinking liquids;
5. Changing clothes or changing sheets before seeking medical help; and
6. Putting anything in the mouth (gum, cigarettes, mints).

A particularly well-equipped emergency room with a Sexual Assault Response Team is located at University of Louisville Hospital or at the Center for Women and Families. In both locations, if the person chooses, there will be collection of hair samples, semen samples, and other evidence, including clothing. It is recommended to bring a change of clothing to wear home. The police will be contacted with the person’s consent to take possession of the samples until the victim makes a decision about whether or not to press allegations.

Center for Women and Families’ SAFE Clinic
927 S. 2nd Street
Louisville, KY 40203
Directions: Turn right onto Newburg Rd./KY 1703 and continue 1.3 miles to Castlewood Ave. Turn left onto Castlewood Ave and continue on Barret Ave. Turn left onto East Oak St. which turns right and becomes Mary St. Continue onto East St. Catherine St. Then turn right onto S. 2nd Street.

University of Louisville Hospital
530 S. Jackson St. Louisville, KY 40202
Directions: Turn right onto Newburg Rd./KY 1703 and continue to follow northwest 1.6 miles. KY 1703 becomes Baxter Ave. Turn left onto E. Broadway and follow for 1 mile. Turn right onto S. Jackson St. and end at 530 S. Jackson St.

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

1. Introduction
The University prohibits all forms of sexual discrimination, including sexual misconduct. The University is committed to addressing sexual misconduct in a manner consistent with applicable law. A notice of the University’s policy of nondiscrimination shall be widely disseminated on the University’s campus to students, employees, applicants for admission and applicants for employment. The notice shall be included in any bulletins, announcements, publications, catalogs, application forms, or recruitment materials distributed to the University community, including all applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment. The notice shall specifically state that (a) the University does not discriminate on the basis of sex in its education programs and activities, (b) the University is required by Title IX not to discriminate in such a manner, and (c) questions concerning Title IX may be referred to the University’s Title IX Coordinator or designee or to the Office of Civil Rights at the United States Department of Education. The notice of nondiscrimination shall state the office address, telephone number and email address of the University’s Title IX Coordinator, or its lead Title IX Coordinator if there is more than one.

Specifically, it is the policy of the University that designated staff and faculty members take immediate and appropriate steps to investigate or otherwise determine what happened when the University knows or reasonably should know of possible sexual misconduct. When sexual misconduct is determined to have occurred, the University shall take prompt and effective steps reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. All reports shall be processed in accordance with the procedures established in this policy.

It is also the policy of the University to protect any student or employee filing a report alleging sexual misconduct and to ensure the reporting party’s safety as necessary, including taking interim steps to protect the parties prior to the final outcome of any inquiry. It is the University’s duty under Title IX to resolve reports promptly and equitably and to provide a safe and nondiscriminatory environment, free from sexual harassment and sexual misconduct. This duty also applies to reports involving parties of the same sex, and it requires the University to use the same procedures and standards used in all reports involving sexual misconduct.

Inappropriate conduct by University personnel toward students, faculty, and staff members is prohibited, and University policies shall identify procedures for identifying and responding to inappropriate conduct by University personnel.

2. Scope of Policy
a. Persons, Conduct, Locations, Programs, Activities and Relationships Covered - All of the University’s students, employees, and campus visitors are covered by this policy, regardless of sexual orientation or gender identity. This policy applies on all property owned by the University, on all property at which the University holds educational programs or activities, and on all airplanes, buses, or other vehicles used to transport the University’s students, faculty and staff, and this policy applies to all of the University’s educational programs and other activities. This policy, the
name and contact information of the Title IX Coordinator or designee, and other resources related to Title IX compliance and gender equity shall be maintained on a page on the University’s website, and a link to this page shall be prominently displayed on the University’s homepage. In the event of an alleged off-campus sexual misconduct incident, the University shall protect the student, faculty or staff member in the same manner it would had the sexual misconduct occurred on campus. Further, the University shall handle off-campus sexual misconduct incidents as it would handle other off-campus incidents of misconduct or violence and consistent with any applicable law.

b. Overview of Confidentiality Policy – The University’s confidentiality policy is set forth in Section 6.

3. Options for Assistance Following an Incident of Sexual Misconduct
The University shall take prompt steps to protect the reporting party once the University has notice of sexual misconduct. The University shall take interim measures, including academic accommodations, to protect the reporting party and witnesses as necessary while any criminal or campus inquiry is underway and before the final outcome of any inquiry. University officials should be mindful that sexual misconduct may result in delayed decision-making by a reporting party who has experienced sexual misconduct. In anticipation of the need for support services from other agencies in the community, the University shall enter memoranda of understanding with other agencies as may be necessary to meet the University’s obligation under Title IX. The University shall enter a memorandum of understanding with local victim services provider if the University does not offer services required by Title IX. All such memoranda shall comply with all FERPA requirements.

a. Immediate Assistance – In the event of a sexual assault, various resources are available to students and employees. Updated names and contact information can be found on the university’s website at: https://www.bellarmine.edu/hr/title-ix/.

i. Trained on- and off-campus advocates and counselors who can provide an immediate confidential response in a crisis situation:

**On-Campus:**
- Gary Petiprin, Director of the Counseling Center, Allen 403, 502.272.8480
- Melissa Gibson, Counseling Center, Allen 403, 502.272.8480
- Alice Kimble, Director of Health Services, Newman Hall, 502.272.8313

**Off-Campus:**
- The Center for Women and Families
  927 S 2nd Street
  Louisville, KY 40201
  1.844.237.2331 or 502.581.7200

**Off-Campus for Staff/Employees:**
- Human Development Company
  info@humandev.com or visit www.humandev.com
  502.589.4357
  800.877.8322

ii. Emergency phone numbers for on- and off-campus safety, law enforcement and other first responders, including the Title IX Coordinator:
- Office of Public Safety: 502.272.7777
- Local Police: 911 or 502.574.7636
- Ambulance: 911 or 502.272.7777
- Title IX Coordinator: 502.272.8236

iii. Advocates who can accompany a victim to the hospital or other health care provider:
- Lindsey Gilmore
  2001 Newburg Road
  Louisville, KY 40205
  502.272.7275
- Christy Kane
  2001 Newburg Road
  Louisville, KY 40205
  502.272.8424
- Patrick Englert
  2001 Newburg Road
  Louisville, KY 40205
  502.272.8323

iv. The Bellarmine sexual misconduct response team can provide the resources and support described in the policy and support and can be accessed by:
- Contacting the Office of Public Safety for on-call crisis response team at 502.272.7777.
- Residence Life Coordinator on-call may also be reached at 502.523.2697.

v. Health care services for students are available as follows:

**On-Campus:**
- Bellarmine University Health Services
  Newman Hall, 502.272.8313
- Bellarmine University Counseling Center
  Allen Hall 403, 502.272.8480
Off-Campus:
• Center for Women and Families’ SAFE Clinic
  927 S. 2nd Street
  Louisville, KY 40203

• University of Louisville Hospital
  530 S. Jackson Street
  Louisville, KY 40202
  502.562.3000

Health care services for employees are available as follows:
• University of Louisville Hospital
  530 S. Jackson Street
  Louisville, KY 40202
  502.562.3000

vi. A Sexual Assault Nurse Examiner (SANE) can be found or a rape kit can be obtained at:
• Center for Women and Families’ SAFE Clinic
  927 S. 2nd Street
  Louisville, KY 40203
  502.581.7222
• University of Louisville Hospital
  530 S. Jackson Street
  Louisville, KY 40202
  502.562.3000

Any victim of sexual misconduct should be aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other services. Reporting parties are encouraged to discuss with healthcare providers, campus officials, and/or first responders the option of seeking medical treatment in order to preserve evidence which may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order.

Alleged offenses may be simultaneously reported to the law enforcement agencies or to university officials designated in Section 6, and reporting parties may (a) notify law enforcement authorities, (b) be assisted by campus authorities in notifying law enforcement authorities if the reporting party chooses, or (c) decline to notify such authorities. Reporting parties may also be able to obtain orders of protection, no contact orders, restraining orders, or similar lawful orders issued by an appropriate court.

University officials should be mindful of the University’s obligation to provide interim measures to protect the reporting party in the educational setting. The University must consider a number of factors in determining what interim measures to take, including, (a) the specific need expressed by the reporting party, (b) the age of the parties involved, (c) the severity or pervasiveness of the allegations, (d) any continuing effects on the reporting party, (e) whether the reporting party and the respondent share the same residence hall, class, transportation or job location, and (f) whether other judicial or code of conduct measures have been taken to protect the reporting party. The University shall minimize the burden of any interim measures on the reporting party. The University will provide counseling services without charge to the reporting party if the University determines that counseling is necessary as a part of its Title IX obligation to protect the reporting party while the inquiry is ongoing. Non-professional counselors or advocates shall consult with reporting parties regarding what information needs to be withheld to protect each person’s identity. The University shall notify the reporting party of reporting party’s options to avoid contact with the respondent and allow the reporting party to change academic and extracurricular activities or reporting party’s living, transportation, dining, and working situation as appropriate. The University shall ensure that the reporting party is aware of (a) reporting party’s Title IX rights, (b) any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance, and (c) the right to report a crime to campus or local law enforcement. The University shall not dissuade a reporting party from filing a criminal report either during or after the University’s internal Title IX inquiry.

b. Ongoing Assistance – Updated names and contact information can be found on the university’s website at www.bellarmine.edu/hr/title-ix/.

i. Counseling, Advocacy and Support On and Off Campus
Counseling and support services for victims of sexual misconduct, whether or not a reporting party chooses to make an official report or participate in the University’s disciplinary process or criminal process, include:
• Bellarmine University Counseling Center
  Allen Hall 403, 502.272.8480
• The Center for Women and Families
  927 S 2nd Street
  Louisville, KY 40201
  1.844.237. 2331 or 502.581.7200
Confidential counseling, advocacy, health, mental health, or sexual misconduct related sources, can be found both on and off campus as follows:

**On Campus:**
- Bellarmine University Counseling Center
  Allen Hall 403, 502.272.8480
- Bellarmine University Health Services
  Newman Hall, 502.272.8313

**Off Campus:**
- The Center for Women and Families
  927 S 2nd Street
  Louisville, KY 40201
  1.844.237.2331 or 502.581.7200

**Off-Campus for Staff/Employees**
- Human Development Company
  info@humandev.com or visit www.humandev.com
  502.589.4357

Ongoing support during the University’s disciplinary process or the criminal process can be found as follows:

**ii. Academic Modifications and Interim Measures**
- The University can provide immediate steps to promote the safety and well-being of the reporting party, such as the ability to relocate immediately to another campus-owned residence hall, the issuance of no contact orders, and providing access to emergency medical and mental health services.
- The University may be able to provide additional interim measures for reporting parties while an inquiry is pending, such as no contact orders and changing the respondent’s living arrangements or course schedule, change on-campus work schedules, alter academic schedules, withdraw from/retake a class without penalty, and access academic support (e.g. tutoring).

4. **Title IX Coordinator**
The Title IX Coordinator or designee shall help the University comply with Title IX and promote gender equity in education. The President shall designate at least one employee to coordinate the University’s efforts to comply with and carry out responsibilities under Title IX. The position must not be left vacant; the University must have at least one person designated and actually serving as the Title IX Coordinator or designee at all times. The name and current contact information of the Title IX Coordinator or designee can be found on the University’s website at: https://www.bellarmine.edu/hr/title-ix/. The University shall notify all students and employees of the name or title and contact information for the Title IX Coordinator. The President shall give the Title IX Coordinator or designee the training, authority, and visibility to fulfill the required duties set forth in this section and elsewhere in this policy in sections, 1, 3, 4, 6, 7, 9 and 10. The Title IX Coordinator or designee shall have knowledge of Title IX requirements, of the University’s policies and procedures on sex discrimination and of all reports raising Title IX issues throughout the University. The University shall appropriately train the Title IX Coordinator or designee in all areas over which the Title IX Coordinator or designee has responsibility and ensure that the Title IX Coordinator or designee possesses comprehensive knowledge in all areas over which they have responsibility in order to effectively carry out those responsibilities. The Title IX Coordinator or designee shall be informed of all reports and reports raising Title IX issues, even if the report or report was initially filed with another individual or office or if the inquiry is to be conducted by another individual or office. All university officials are prohibited from interfering with the Title IX Coordinator or designee’s participation in report inquiries and monitoring of the university’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator or designee shall be available to meet with students, faculty and staff as needed. The Title IX Coordinator or designee shall have no other job responsibilities which create a conflict of interest with the responsibilities associated with being the Title IX Coordinator or designee. The Title IX Coordinator or designee shall review all processes used to resolve reports of sexual misconduct to ensure that they (a) comply with requirements for prompt and equitable resolution of these reports, (b) allow for appropriate interim measures to be taken to protect the reporting party during the process, and (c) provide for remedies to the reporting party and University community where appropriate. The Title IX Coordinator or designee shall be knowledgeable about other applicable federal and state laws, regulations, and policies that overlap with Title IX. The Title IX Coordinator or designee shall be involved in the drafting and revision of such processes and policies to help ensure that they comply with the requirements of Title IX. The University shall provide training for the Title IX Coordinator or designee that explains the different facets of Title IX, including regulatory provisions, applicable OCR guidance, and the university’s Title IX policies and grievance procedures. The Title IX Coordinator or designee shall be involved in the University’s Title IX policies and grievance procedures. The Title IX Coordinator or designee shall have knowledge of Title IX requirements, of the University’s policies and procedures on sex discrimination and of all reports raising Title IX issues throughout the University. The University shall notify all students and employees of the name or title and contact information for the Title IX Coordinator. The President shall give the Title IX Coordinator or designee the training, authority, and visibility to fulfill the required duties set forth in this section and elsewhere in this policy in sections, 1, 3, 4, 6, 7, 9 and 10. The Title IX Coordinator or designee shall have knowledge of Title IX requirements, of the University’s policies and procedures on sex discrimination and of all reports raising Title IX issues throughout the University. The University shall appropriately train the Title IX Coordinator or designee in all areas over which the Title IX Coordinator or designee has responsibility and ensure that the Title IX Coordinator or designee possesses comprehensive knowledge in all areas over which they have responsibility in order to effectively carry out those responsibilities. The Title IX Coordinator or designee shall be informed of all reports and reports raising Title IX issues, even if the report or report was initially filed with another individual or office or if the inquiry is to be conducted by another individual or office. All university officials are prohibited from interfering with the Title IX Coordinator or designee’s participation in report inquiries and monitoring of the university’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator or designee shall be available to meet with students, faculty and staff as needed. The Title IX Coordinator or designee shall have no other job responsibilities which create a conflict of interest with the responsibilities associated with being the Title IX Coordinator or designee. The Title IX Coordinator or designee shall review all processes used to resolve reports of sexual misconduct to ensure that they (a) comply with requirements for prompt and equitable resolution of these reports, (b) allow for appropriate interim measures to be taken to protect the reporting party during the process, and (c) provide for remedies to the reporting party and University community where appropriate. The Title IX Coordinator or designee shall be knowledgeable about other applicable federal and state laws, regulations, and policies that overlap with Title IX. The University shall provide training for the Title IX Coordinator or designee that explains the different facets of Title IX, including regulatory provisions, applicable OCR guidance, and the university’s Title IX policies and grievance procedures. The Title IX Coordinator or designee shall be involved in the drafting and revision of such processes and policies to help ensure that they comply with the requirements of Title IX. The University shall provide the Title IX Coordinator or designee with access to information regarding enrollment in particular
subject areas, participation in athletics, administration of university discipline, and incidents of sex-based harassment to allow the Title IX Coordinator or designee to identify and proactively address issues related to possible sex discrimination as they arise. The Title IX Coordinator or designee shall also review the University’s disciplinary policy to ensure it does not have a chilling effect on student’s reporting of sexual misconduct offenses or participating as witnesses.

5. Definitions
As used in this policy, the phrases and words listed shall have the meanings set forth below:

• Consent – Verbal statements or non-verbal actions which a reasonable person would understand to mean a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

• Counseling Employees – Pastoral and professional counselors who are licensed by the state in which they practice and employed by the University and other non-licensed employees working under the direct supervision and control of the licensed employees such that non-licensed employees are covered by the licensed employees’ statutory privilege.

• Interpersonal Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. “Dating violence” includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but it does not include acts covered under the definition of domestic violence.

• Domestic Violence – A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the reporting party, (b) a person with whom the reporting party shares a child in common, (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (d) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult or youth reporting party who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• Educational Setting – All of the University’s academic programs and other activities of whatever nature on campus and at every other location where the University conducts authorized programs or activities.

• Incapacitation – Any situation in which a person is incapable of giving consent due to the student’s age, state of consciousness, use of drugs or alcohol, or an intellectual or other disability.

• Intimidation – The intentional act of coercing or frightening someone to engage or not engage in conduct of a sexual nature against that person’s will.

• Hostile Environment – Activity or conduct involving sexual harassment that is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the University’s program.

• Non-consensual Sexual Contact – Any physical touching of a sexual nature which is not preceded by consent or which continues after a previous consent is withdrawn.

• Non-consensual Sexual Intercourse – Any sexual intercourse which is not preceded by consent or which continues after a previous consent is withdrawn. “Sexual intercourse” includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation.

• Responsible Employees – The President, Vice Presidents and Deans of the University, the Title IX Coordinator or designee, full-time faculty members, Residence Life student staff and their supervisors, Intercollegiate Varsity Full Time Coaching Staff and their supervisors, Full Time Student Affairs Staff and University security officers are responsible employees.

• Retaliation – The act of seeking revenge upon another person.

• Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

• Sexual Exploitation – The abuse of a position of vulnerability, differential power, or trust for sexual purposes.

• Sexual Harassment – Unwelcome conduct of a sexual nature.

• Sexual Misconduct – Any act of sexual harassment, sexual misconduct, sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, intimidation, dating violence, or domestic violence, or any act that creates a hostile environment or any act of retaliation against a reporting party or anyone
involved in a grievance procedure under this policy.

- **Sexual Violence** – Physical sexual acts perpetrated against a person’s will or with a person who suffers from incapacitation. “Sexual violence” also means same-sex conduct that violates the University’s prohibition on sexual violence, including, but not limited to, the following examples: sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), incapacitation, sexual exploitation, stalking, dating violence, domestic violence, consent, force, and/or retaliation in connection with any of these offenses.

- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or the safety of others, or (b) suffer substantial emotional distress. As used in this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker 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; “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and “reasonable person” means a person under similar circumstances and with similar identities to the reporting party.

- **Title IX Coordinator** – The person designated as such by the University’s president or the person temporarily designated by the Title IX Coordinator to serve in that capacity during the Title IX Coordinator’s incapacity or absence from the University’s campus.

### 6. Reporting Policies and Protocols

If a student assault occurs, it should be reported to the Office of Public Safety, the Dean of Students, Residence Life, Health Services, or the Counseling Center. If a faculty or staff member assault occurs, it should be reported to the Office of Public Safety or Human Resources. Privacy will be maintained unless another student is involved or a potential risk of harm to self or others exists; reports to Heath Services, a Priest in Campus Ministry or Counseling Center will be kept confidential, to the extent possible in accordance with the statutory obligation of the licensed professionals practicing there. Information will be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made or temporary, indirect, or direct action taken. Assaults that occur by an assailant not affiliated with the University and/or off-campus should be reported to local police (911). If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided. When an alleged sexual assault is reported, campus resource persons will notify the reporting party in writing of the range of resources and alternatives available to them both on campus and in the Louisville community. This includes those staff members who maintain confidentiality (health services clinicians, Professional Counselors and Ordained Pastoral staff serving in the capacity of pastoral counseling). (See Sexual Misconduct and Advocacy Resources handout located at www.bellarmine.edu/hr/title-ix/). The discussion should include encouraging the reporting party to report the incident to law enforcement authorities. The University can help arrange a meeting with law enforcement authorities and will accompany and support the alleged victim during the meetings. In instances where reports of sexual discrimination or misconduct are found to be falsely made, the reporting party may be charged with a violation of the Student Code of Conduct, specifically, providing false information to University officials.

The University encourages victims of sexual misconduct to talk to somebody about what happened so reporting parties can get the support they need and so that the University can respond appropriately. Different employees on campus have different abilities to maintain a reporting party’s confidentiality:

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” This would include the counseling center staff members, health services staff members, and clergy as they act in that specific capacity.

- Other employees are required to report all of the details of an incident (including the identities of both the reporting party and the respondent) to the Title IX Coordinator or designee. A report to these employees (called “responsible employees”) constitutes a report to the University—and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make employees, students and their parents, if appropriate, aware of the various reporting and confidential policies available to them - so they can make informed choices about where to seek assistance should they become a victim of sexual misconduct and so they will know how to report any problems relating to retaliation which may subsequently arise. The University encourages reporting parties to talk to someone identified in one or more of these groups.

#### a. Reporting Required

- All responsible employees must be aware of their own reporting responsibilities and the importance of informing reporting parties of (a) the reporting
requirements of responsible employees, (b) reporting parties’ option to request confidentiality and available confidential advocacy, counseling, or other support service, and (c) reporting parties’ right to file a Title IX report with the University and to report a crime to campus or local law enforcement. All responsible employees shall report incidents of sexual misconduct to the Title IX Coordinator or designee, subject to the exemption for the University’s counseling employees. Responsible employees include Residence Life student staff member, part-time coaching staff, registered student organization advisors, club sport advisors, athletic trainers, and part-time faculty. All other employees shall respond to reports of sexual misconduct by notifying a responsible employee of the information pertaining to the incident of sexual misconduct.

b. Responsible Employees – Responsible employees shall report to the Title IX Coordinator or designee all relevant details about the alleged sexual misconduct that the student or other person has shared and that the University will need to determine what occurred and to resolve the situation. Before a reporting party reveals information that the reporting party wishes to keep confidential, a responsible employee, including a Residence Life Student Staff Member, should make effort to ensure that the reporting party understands: (a) the responsible employee’s obligation to report the names of the respondent and reporting party involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident to the Title IX Coordinator or designee or other appropriate University officials, (b) the reporting party’s option to request that the University maintain the student’s confidentiality which the University will consider, and (c) the reporting party’s ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services. Residence Life student staff and all responsible employees shall report the names of the respondent (if known), the student, faculty or staff member who experienced the alleged sexual misconduct, other students, faculty or staff involved in the alleged sexual misconduct, as well as relevant facts, including the date, time and location to the Title IX Coordinator or designee. A responsible employee, including a Residence Life student staff member, prior to providing information about the incident to the Title IX Coordinator or designee, shall consult with the student, faculty or staff member about how to protect their safety and the details of what will be shared with the Title IX Coordinator or designee. Responsible employees do not need to determine whether the alleged sexual harassment or sexual misconduct actually occurred or that a hostile environment has been created before reporting an incident to the Title IX Coordinator or designee.

c. Requests for Confidentiality – Upon receipt of a report of sexual misconduct, the University must act immediately to protect the reporting party while keeping the identity of the reporting party confidential. The Title IX Coordinator or designee and other appropriate University personnel shall determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified. The Title IX Coordinator or their designee shall evaluate requests for confidentiality and shall determine when such requests shall be honored. The Title IX Coordinator or designee shall be consulted in evaluating requests for confidentiality. The Title IX Coordinator or their designee shall make every effort to respect requests for confidentiality. In considering a request for confidentiality that would preclude a meaningful inquiry or potential discipline of the respondent, the Title IX Coordinator or their designee shall consider an evaluation of circumstances that suggest there is an increased risk of the respondent committing additional acts of sexual misconduct or other violence, such as: (a) whether there have been other sexual misconduct reports about the same respondent, (b) whether the respondent has a history of arrests or records from a prior university indicated a history of violence, (c) whether the respondent threatened further sexual misconduct or other violence against the student or others, (d) whether the sexual misconduct was committed by multiple respondents, (e) whether the report reveals a pattern of perpetration at a given location or by a particular group, (f) whether the violence was perpetrated with a weapon, (g) the age of the person subjected to sexual misconduct, and (h) whether the University possesses other means to obtain relevant evidence. The Title IX Coordinator and their designee shall evaluate confidentiality requests in the context of the University’s responsibility to provide a safe and nondiscriminatory environment for all students, faculty and staff members. The University shall inform the reporting party that the reporting party’s request that the reporting party’s name not be released to the respondent or asks that the University not investigate or seek action against the respondent may limit the University’s ability to fully respond to the incident, including pursuing disciplinary action against the respondent. A responsible employee, including a Residence Life student staff member, shall explain to the reporting party that reporting the reporting party’s information to the Title IX Coordinator or designee or any other university official does not necessarily mean that a formal report or inquiry under the University’s Title IX
grievance procedure must be initiated if the student requests confidentiality. All information reported in connection with an alleged sexual misconduct incident shall be maintained in a secure manner. All University employees shall only disclose information regarding alleged incidents of sexual misconduct to individuals who are responsible for handling the University’s response. All University employees shall notify reporting parties of the information that will be disclosed, to whom it will be disclosed and why the disclosure is being made. In the event the reporting party requests that the University inform the respondent that the reporting party asked the University not to investigate or seek discipline, the University shall honor this request and inform the respondent that the University, not the reporting party, made the decision to go forward. In the event the University determines that it can respect the request for confidentiality, the University shall take all reasonable steps to respond to the report consistent with the request and to determine what interim measures are appropriate or necessary. In the event the University determines it must disclose the reporting party’s identity to a respondent, the University shall inform the reporting party prior to making the disclosure.

d. Reporting Options – Students and employees may use any combination of the following options to report sexual misconduct:

i. Criminal Report – Criminal reports are filed with local law enforcement officials and the University is not involved in that process. Criminal reports can be filed with the following agencies:
   • Louisville Metro Police Department 5th Division
     2301 Douglass Boulevard
     Louisville, KY 40205
     502.574.7636
   • Louisville Metro Police Department Headquarters
     633 West Jefferson Street
     Louisville, KY 40202
     502.574.7111

ii. Institutional Report – Institutional reports are filed with the University, and upon receipt of the report, the University will initiate an inquiry by the University in accordance with this policy. Institutional reports may be filed with the Title IX Coordinator or designee. The Title IX Coordinator’s name and contact information are:
   • Lynn Bynum
     Centro, Horrigan Hall 202B
     502.272.8236

   Institutional reports can also be filed with the following offices:
   • Dean of Students Office
     Centro, Treece Hall 225K
     502.272.8150
   • Office of Public Safety
     Centro, Treece Hall 054
     502.272.7777

iii. Report to Responsible Employee – Reports made to responsible employees, including Residence Life student staff members are required by federal law to be relayed to the University’s Title IX Coordinator or designee and will initiate an inquiry by the University in accordance with this policy. Responsible employees are identified in Section 5. The Title IX Coordinator or designee is a responsible employee. You can report sexual misconduct to any responsible employee.

iv. Privileged and Confidential Reporting – Either as an alternative to the reporting options listed above or in lieu of reporting sexual misconduct to the individuals or offices listed above, reporting parties may make privileged and confidential reports of sexual misconduct to certain health or mental health providers or to certain pastoral counselors. While criminal reports, institutional reports, and reports to responsible employees will result in the initiation of an inquiry, reports to health or mental health providers or to certain pastoral counselors are privileged and will remain confidential so long as the student filing the report does not represent a threat to their self or to others. Privileged and confidential reports may be made to:

On Campus Health Provider:
   • Office of Health Services
     Newman Hall 121
     502.272.8131

Off Campus Health Provider:
   • University of Louisville Hospital
     530 S. Jackson Street
     Louisville, KY 40202
     502.562.3000

On Campus Mental Student Health Care Provider:
   • Bellarmine University Counseling Center
     Allen Hall 403
     502.272.8480

Off Campus Mental Health Care Provider:
   • University of Louisville Hospital
     530 S. Jackson Street
     Louisville, KY 40202
     502.562.3000
On Campus Pastoral Counselor:
• Office of Campus Ministry
  Father John Pozhathuparambil
  Centro- Horrigan Hall 016
  502.272.7051

Off Campus Pastoral Counselor:
• Louisville Seminary Counseling Center
  1044 Alta Vista Road
  Louisville, KY 40205
  502.895.3411

Off-Campus for Staff/Employees:
• Human Development Company
  info@humandev.com or visit www.humandev.com
  502.589.4357

Reports of sexual misconduct may be made by third-parties (individuals who were not the reporting party or respondent) to:
• Office of Public Safety
  Centro, Treece Hall 054
  502.272.7777
• Lynn Bynum, Title IX Coordinator
  Centro, Horrigan Hall 202B
  502.272.8236
• Natasha Begin, Deputy Title IX Coordinator
  Centro, Treece Hall 225K
  502.272.7150

Requests for amnesty from drug, alcohol, and other policies should be directed to the Title IX Coordinator or their designee who shall consider the request and make a recommendation to the appropriate university official. Those individuals may approve or disapprove the request after considering all of the University’s interests.

e. Reporting under the Clery Act – The University has various reporting obligations under the Clery Act which promotes campus safety by ensuring that students, employees, parents and the broader community are well-informed about important public safety and crime prevention matters. Depending on the circumstances, the Clery Act may also require the University to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. Certain Campus Security Authorities (CSAs) are required to report information gathered during the inquiry of criminal activity. These CSAs include non-law enforcement campus security officers and local law enforcement officers. These CSAs will typically be required to document incidents in a fashion that contains personally identifiable information about the parties involved and witnesses. Other CSAs, such as University officials, are not typically required to report personally identifiable information.

7. Inquiry Procedures and Protocols
The University shall process all reports of sexual misconduct, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity. The University shall determine whether any alleged off-campus sexual misconduct occurred in the context of an education program or activity of the University. If the off-campus misconduct occurred in the context of an education program or activity of the University, the University shall treat the report in the same manner that it treats reports regarding on-campus conduct. Once the University is on notice of an allegation of off-campus sexual misconduct, the University shall assess whether there are any continuing effects on campus or in an off-campus education program or activity that are creating or contributing to a hostile environment and, if so, the University shall address the hostile environment in the same manner in which it would address a hostile environment created by on-campus misconduct. Since there may be continuing effects of off-campus sexual misconduct while at University or in an off-campus education program or activity, if the off-campus sexual misconduct did not occur in the context of an education program or activity of the University, the University shall consider the effects of the off-campus misconduct when evaluating whether there is a hostile environment on campus or in an off-campus education program or activity. The Title IX Coordinator or an individual designated by the Title IX Coordinator or designee shall conduct the inquiry of any report of sexual misconduct under this policy. An inquiry may entail interviews with witnesses, a review of any documentary or electronic evidence, a review of medical evidence, a review of campus security data, or a review of any other material which the investigator deems relevant to an assessment of the facts surrounding the report. As soon after the initiation of the inquiry as possible, the Title IX Coordinator or the designated investigator shall notify all University employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the inquiry. The inquiry shall provide the respondent and the reporting party with equitable rights during the
inquiry. The University will endeavor to complete inquiries and resolve reports within sixty (60) days of the date on which the report was received, but the University’s primary objective is a thorough inquiry and report resolution. Thus, if the Title IX Coordinator or designee believes additional time beyond sixty days is necessary to complete a thorough inquiry and to resolve the report, the Title IX Coordinator or designee shall advise the appropriate vice president of such information in writing and request an extension of time for the inquiry and report resolution, and such extensions shall be approved whenever the appropriate vice president believes an extension is warranted.

The University shall coordinate its Title IX inquiry with any other ongoing University or criminal inquiry of the incident and establish appropriate fact-finding roles for each investigator. The following information may be shared with law enforcement during a parallel inquiry:

a. Non-emergency situations- Information regarding student records will be shared in accordance with the Bellarmine University Student Records Policy.

b. Emergency situations- Urgent requests for student information, e.g. address, telephone number, or immediate whereabouts, based upon an apparent emergency, should be handled when possible by the Dean of Students office. The University may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. This is to be strictly interpreted.

The University will not share any FERPA-protected information with law enforcement during a parallel inquiry, unless that information is the subject of a subpoena or other judicial process.

Government investigative agencies as such have no inherent legal right to access to University files and records. When additional information is requested, it may be released only on written authorization from the student or employee. If such authorization is not given, the information should be released only on court-order or subpoena. If a subpoena is served, the student or employee whose record is being subpoenaed should be notified and that subpoena should be referred to the institution’s legal counsel.

The University shall consider whether information can be shared among the investigators so that reporting parties are not unnecessarily required to give multiple statements about a traumatic event. The University should not wait for the conclusion of a criminal inquiry or criminal proceeding to begin its own Title IX inquiry. If the fact-finding portion of the University’s Title IX inquiry is suspended due to the existence of a criminal inquiry, the University’s fact-finding portion of the Title IX inquiry shall resume promptly once law enforcement officials have completed their evidence-gathering state of the criminal inquiry. The University shall periodically update the parties on the status of the inquiry and inform the parties when the University resumes its Title IX inquiry following any delay associated with a criminal inquiry.

The University shall immediately investigate any possible retaliation against the reporting party, including threats, intimidation, coercion, or discrimination.

8. Grievance/Adjudication Procedures
The University has jurisdiction over Title IX reports. The University shall adopt and publish grievance procedures for the prompt and equitable resolution of discrimination reports, including harassment reports, filed by reporting parties against University employees, students and third parties, which shall:

• Provide notice to students and employees of the grievance procedures, including where reports may be filed.
• Explain generally the grievance/adjudication process.
• Conduct hearings in a manner that minimizes additional emotional trauma on the reporting party.
• Explain the possible results of the adjudication process, including sanctions, remedies/accommodations for the reporting party, and additional remedies for the University community.
• Explain that mediation is never appropriate in sexual misconduct cases.
• Notify the reporting party of the right to end the informal process at any time and to begin the formal stage of the report process, if voluntary informal mechanisms for resolving some types of sexual harassment reports are provided.
• Provide for the application of the procedure to reports filed by students, faculty or staff member or others on their behalf alleging sexual misconduct carried out by employees, students, or third parties.
• Provide for adequate, reliable, and impartial inquiry of reports, including the opportunity for both the reporting party and the respondent to present witnesses and evidence.
• Provide both parties with options for remedial/interim measures.
• Designate reasonably prompt time frames for the major stages of the report process.
• Provide for simultaneous written notice to the reporting party and the respondent of the outcome of the report and any appeal.
• Provide assurance that the University will take steps to prevent the recurrence of any sexual misconduct and remedy discriminatory effects on the reporting party and others,
• Provide adequate definitions of “sexual harassment” and an explanation as to when such conduct creates a hostile environment.
• Include reporting policies and protocols, including provisions for confidential reporting.
• Identify the employee or employees responsible for evaluating requests for confidentiality.
• Provide notice that Title IX prohibits retaliation.
• Provide notice of a student’s right to file a criminal report and a Title IX report simultaneously.
• Provide notice of available interim measures that may be taken to protect the student in the educational setting.
• State the evidentiary standard that must be used (preponderance of the evidence) in resolving a report.
• Provide notice of the potential remedies for respondents.
• Provide notice of the potential sanctions or protective measures which may be imposed against the respondents, including, specifically, the sanctions regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
• Provide sources of counseling, advocacy and support.
• Provides the respondent with due process.
• Provide for the extension of all rights given to the respondent to the reporting party.
• Provide notice of hearing(s) to both parties.
• Identify a process by which either party may raise issues related to potential conflicts of interest of the adjudicators.
• Identify the trained individuals who will determine whether the alleged sexual misconduct occurred and the individuals who will determine the sanction.
• Provide for all proceedings to provide a prompt, fair, and impartial inquiry and resolution.
• Provide for all proceedings to be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an inquiry and hearing process that protects the safety of reporting parties and promotes accountability.
• Provide an equal opportunity for the parties to present relevant witnesses and other evidence.
• Provide the parties with similar and timely access to any information that will be used at the hearing.
• Provide a description of the types of evidence that may or may not be presented.
• Provide an equal opportunity for the parties to have an advisor of their choice present during any institutional disciplinary proceeding, including interviews or hearings. Parties are limited to two advisors present in any given meeting or hearing procedure. The person(s) fulfilling this role cannot be called as a witness for the party for which they are fulfilling the role of the advisor.
• Impose equal restrictions on the ability of lawyers or other advisors to speak or otherwise participate in the proceedings.
• Identify the persons who may attend and/or participate in the adjudication process and the extent of their participation.
• Provide an equal opportunity for the parties to present testimony.
• Provide an equal opportunity for the parties to appeal.
• Require the same type of review be applied on appeal, regardless of which party files the appeal.
• Describe the appellate procedures, grounds for appeal, the person/entity that will decide appeals, and the applicable reasonably prompt time frames for appeal.
• Include a statement that the University will not require a party to abide by a nondisclosure agreement, in writing or otherwise that would prevent the redisclosure of information relating to the outcome of the proceeding.
• Provide an equal opportunity for the parties to be present at the hearing.
• Permit the hearing to proceed if the reporting party is not present.
• Provide the parties with an equal opportunity to question witnesses.
• Provide a description of alternative methods that preclude the respondent from personally cross-examining the reporting party.
• Require the University to notify both parties in writing about the outcome of the report.
• Require the University to notify both parties in writing if there is any change to the results of the hearing that occurs prior to the time that such results become final.
• Require the University to notify both parties in writing when such results become final.
• Require the University to notify the reporting party as to whether or not it found that the alleged conduct occurred, any individual remedies offered or provided to the reporting party or any sanctions imposed on the respondent that directly relate to the reporting party, and other steps the University has taken to eliminate the hostile environment, if the University finds one to exist, and prevent recurrence.
• Prohibit questioning about the reporting party’s sexual history with anyone other than the respondent.
• Prohibit either parties, their advisors, or witnesses from voice recording any part of disciplinary proceedings, including interviews or hearings.
• Acknowledge that the mere fact of a current or previous
consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual misconduct.

• Prohibit University officials from notifying the respondent of the individual remedies offered or provided to the reporting party.
• Require the University to offer the reporting party all services needed to remedy the hostile environment on an interim basis.
• Require the University to offer the reporting party all services needed as a final remedy to the hostile environment, even if the reporting party declined the service as part of an interim measure.
• Require the University to consider remedies for the broad campus population whenever the University is unable to conduct a full inquiry.
• Require the University to take steps to provide appropriate remedies for the reporting party and the broader campus population when the respondent is not affiliated with the University.

The University shall continue to protect the reporting party after a determination that sexual misconduct has occurred. The University’s Grievance Procedure, consistent with this policy, begins on p. 80.

9. Prevention and Education
This policy shall be accessible to students and employees with disabilities. This policy, reporting forms, information and training shall be accessible to students and employees who are English language learners. This policy shall be distributed on campus in such a way that all students, regardless of their immigration status, including undocumented students and international students, are aware of their rights under Title IX. Title IX prohibits retaliation against the reporting party, anyone who files a third-party report, any witness or anyone who otherwise participates in the investigative and/or disciplinary process, and the University will take steps to prevent retaliation and strong responsive action if it occurs, including any retaliatory actions by University officials. The University must routinely take steps to inform students, faculty and staff that the University’s primary concern is student safety and that the use of alcohol and drugs never makes the survivor at fault for sexual misconduct.

a. Residence Life Student Staff Members (RLSSMs)— As noted above, RLSSMs are responsible employees. As such, RLSSMs shall explain to the student (before the student reveals confidential information) that although the RLSSM must report the names of the respondent and the reporting party and other relevant facts to the Title IX Coordinator or other designated University officials, the University will protect the student’s confidentiality to the greatest extent possible. RLSSMs shall provide reporting parties with information regarding on-campus resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and the local rape crisis center or other off-campus resources.

b. Sexual Violence and Prevention Program — The University’s sexual violence and prevention program (SVPP) shall clearly identify the offices or individual with whom reporting parties can speak confidentially. The SVPP shall clearly identify the offices or individuals who can provide resources such as victim advocacy, housing assistance, academic support, counseling disability services, health and mental health services, and legal assistance. The SVPP shall identify the University’s responsible employees. The SVPP shall explain that, if reporting parties report incidents to responsible employees, these employees are required to report the incident to the Title IX Coordinator or other appropriate official, including the names of the individuals involved in the sexual misconduct, the date, time, and location. The University’s approach to prevention, including the type and frequency of prevention programming and education/outreach activities, shall consist of:

• BraveBU — BraveBU is a culture of care campaign that is focused on the promotion of bystander intervention and healthy behaviors. Often led by students, BraveBU programs occur throughout the academic year and focus on issues such as sexual assault prevention, healthy relationships, and wellness-based discussions. The initial BraveBU program is led during Week of Welcome for new students each August. Staff members from the Dean of Students Office explain the culture of care at Bellarmine, walk students through the definitions included in the campus sexual misconduct policy and facilitate dialogue around realistic and helpful strategies to avoid being a bystander. Occurs Annually.

• Sexual Misconduct Prevention Training — All new students complete Sexual Misconduct Prevention Training each fall. Sexual Misconduct Prevention Training is an online series of modules that inform students of the campus sexual misconduct policy, methods of reporting, and utilizes a tone rooted in positive psychology. Students complete a pre-test and the modules in early September. Students then complete a post-test one month after completion of part 1. Aggregate data and population specific data is used to generate learning
outcomes for ongoing programming. Faculty and staff complete a different version of online training modules with similar learning outcomes. Sexual Misconduct Prevention Training is also used with all new faculty and staff as a component of onboarding training. Occurs Annually; each Fall Semester.

- **Written Notification of University’s Sexual Misconduct Policies** – Annually, every student receives written notification of the university’s sexual misconduct policies which includes available resources and reporting procedures. Occurs Annually.

- **New Employee Orientation** – Every new employee attends an employee orientation hosted by Human Resources. During this session, staff members from Human Resources distribute and explain the sexual misconduct policy. Occurs at beginning of employment.

- **Employee Training** – Each employee completes an on-line training module which disseminates the sexual misconduct policy including the educational outcomes outlined in this policy to include reporting, responsible employee duties, confidential reporting, on and off campus resources, etc. Occurs on a regular basis.

c. **Bystander Intervention** – The University shall utilize bystander intervention as a tool to prevent sexual misconduct. In implementing the bystander-focused prevention methods, the University shall implement the common components of safe and positive bystander intervention.

d. **Campus Assessments** – The University shall conduct a climate survey. The Title IX Coordinator or designee shall coordinate the collection and analysis of information from annual climate surveys.

e. **Educating Students** – The University shall conduct programs to educate students about the University’s sexual misconduct policy at least one time during each calendar year. At sexual misconduct awareness events, the University shall provide information on (a) Title IX, (b) how to file a Title IX report with the University, (c) resources available to sexual misconduct reporting party(s) such as counseling, mental health and health services, and (d) options for reporting an incident of sexual misconduct to campus or local law enforcement. The University shall provide education programs to promote the awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking, which shall include:

  i. Primary prevention and awareness programs for all incoming students and new employees, which shall include:

     a. a statement that the University prohibits the offenses of domestic violence, dating violence, sexual


10. **Training**

In all forms of training, the University shall establish methods for verifying that the training was effective.

a. **Student Training** – The University shall provide the following training for students:

   - Encouragement to report incidents of sexual misconduct.
   - How to report sexual misconduct to campus or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX grievance.
   - General information on Title IX.
   - What constitutes sexual misconduct under the University’s policies.
   - The University’s definition of consent as applicable to sexual conduct, including examples.
   - How the University analyzes whether unwelcome sexual conduct creates a hostile environment.
   - Available reporting options, including formal reporting and confidential disclosure options and any timeframes set by the University for reporting.
   - Places where students, faculty, and staff members can seek confidential support services.
   - Grievance procedures used to process sexual misconduct reports.
   - Disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions.
   - Effects of trauma, including neurobiological changes.
   - The role alcohol and drugs often play in sexual misconduct incidents, including the deliberate use of alcohol and/or other drugs to perpetuate sexual misconduct.
• Strategies and skills for bystanders to intervene to prevent possible sexual misconduct.
• Title IX’s protections against retaliation.
• Persons on campus to whom students, faculty, and staff members can confidentially report incidents of sexual misconduct.
• An explanation that students, faculty or staff members do not need to determine whether incidents of sexual misconduct or other sexual harassment created a hostile environment before reporting the incident.

With regard to all training directed toward students, the University shall consider educational methods that are most likely to help students retain information when designing its training, including repeating the training at regular intervals.

b. Residence Life Student Staff (“RLSS”) Training – The University shall provide the following training for RLSS:
• Places where students, faculty and staff can seek confidential support services.
• Information about local rape crisis centers or other off-campus resources so that RLSSs can provide this information to reporting parties.

c. Faculty and Staff Training – The University shall provide training on a regular basis, even if employees have prior relevant experience in sexual misconduct, to all employees likely to witness or receive reports of sexual harassment and violence, including faculty, University safety office employees, University administrators, University counselors, athletic coaches, health personnel and RLSSs. The University shall determine how training should be conducted, who has the relevant expertise to conduct the training, and who should receive the training to ensure that the training adequately prepares employees, particularly responsible employees, to fulfill their duties under Title IX. Employees who work with international students shall be trained on the University’s sexual misconduct policies. The University requires (a) training or experience in handling sexual misconduct reports and (b) training in the operation of the University’s grievance procedures for the Title IX Coordinator or designee, others who receive reports, investigators, and adjudicators. The University shall provide the following training for faculty and staff:
• Practical information about (a) how to prevent and identify sexual misconduct, including same-sex sexual misconduct; (b) the behaviors that may lead to and result in sexual misconduct; (c) the attitudes of bystanders that may allow conduct to continue; (d) the potential for revictimization by responders and its effect on reporting parties; (e) appropriate methods for responding to a reporting party who may have experienced sexual misconduct, including the use of nonjudgmental language; (f) the impact of trauma on reporting parties; and (g) the person(s) to whom such misconduct must be reported.

• Training to explain responsible employees’ reporting obligation, including what should be included in a report and any consequences for the failure to report and the procedure for responding to reporting parties’ requests for confidentiality, as well as provide the contact information for the University’s Title IX Coordinator or designee.
• Practical information on how and when to identify and report harassment and/or to appropriate University officials.

d. Training for Responsible Employees – Responsible employees are those employees defined in Section 5. Responsible employees shall be trained so that they will know how to respond properly to sexual misconduct reports. The University shall train responsible employees to inform students and employees of: (a) the reporting obligations of responsible employees; (b) students’ and employees’ option to request confidentiality and available confidential advocacy, counseling, or other support services; and (c) their right to file a Title IX report with the University and to report a crime to campus or local law enforcement.

e. Special Training for Title IX Coordinator and Others Involved in Grievance Procedure – The University shall require training for the Title IX Coordinator or designee, others who receive reports, investigators, and adjudicators to include information on: (a) working with and interviewing persons subjected to sexual misconduct, including same-sex sexual misconduct; (b) the proper standard of review for sexual misconduct reports (preponderance of the evidence); (c) information on consent and the role drugs or alcohol can play in the ability to consent; (d) the importance of accountability for individuals found to have committed sexual misconduct; (e) the need for remedial actions for the respondent, reporting party, and University community; (f) how to determine credibility; (g) how to evaluate evidence and weigh it in an impartial manner; (h) how to conduct inquiries; (i) confidentiality; (j) the effects of trauma, including neurobiological change; and (k) cultural awareness training regarding how sexual misconduct may impact individuals differently depending on their cultural backgrounds. All staff members involved in the grievance procedure must be trained so that they are capable of providing culturally competent counseling for all reporting parties. Counselors and other staff members who are responsible for receiving and responding to reports of sexual misconduct, including
investigators and hearing board members, shall receive appropriate training about working with LGBT and gender-nonconforming individuals and same-sex sexual misconduct. Counselors and other staff members who are responsible for receiving and responding to reports of sexual misconduct, including investigators and hearing board members, and others counseling reporting parties who have experienced sexual misconduct shall be trained to be aware of the special issues that international students may encounter. Any University officials responsible for discussing safety and confidentiality with reporting parties shall be trained on the effects of trauma and the appropriate methods to communicate with reporting parties subjected to sexual misconduct. Any individual or body handling appeals shall be trained in the dynamics of and trauma associated with sexual misconduct.

f. Special Training for Pastoral and Professional Counselors – The University shall instruct pastoral and professional counselors to inform students and employees:

• Of their right to file a Title IX report with the University and a separate report with campus or local law enforcement.
• That they are available to assist the student in filing such reports.
• That Title IX includes protections against retaliation.
• That University officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Pastoral and professional counselors shall be trained to ensure that they understand the extent to which they may keep a report confidential. In addition to receiving the training listed for pastoral and professional counselors, non-professional counselors or advocates shall be trained to report only general information about incidents of sexual misconduct and to avoid disclosing personally identifiable information.

SEXUAL MISCONDUCT GRIEVANCE PROCEDURES

The University has adopted a Sexual Misconduct Policy (“Policy”), all of the provisions of which are incorporated herein by reference. A copy of the policy can be viewed at www.bellarmine.edu/hr/title-ix/. In accordance with Section 8 of that policy, the University adopts and publishes the following grievance procedures for the prompt, fair, impartial and equitable inquiry and resolution of sexual misconduct reports, including discrimination and sexual harassment reports, filed against University employees, other students, and third parties. Generally, these procedures provide (a) a method by which students, faculty or staff members can file reports under Title IX, (b) a description of how those reports will be investigated, (c) an informal resolution process, (d) procedures for the hearing to adjudicate factual disputes, (e) the method for appealing the outcome of the hearing, and (f) the method by which remedies and sanctions will be imposed.

All hearing panel members and all officials involved in the appeal process described below shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct a hearing that protects the safety of victims and promotes accountability.

Pursuant to Title IX and the requirements established by the United States Department of Education, please be aware that:

• Persons who file reports (“Reporting parties”) have the right to end the informal process described in Section 3 at any time and to begin the formal stage of the report process as outlined in Section 4.
• The University will take steps to prevent the recurrence of any sexual violence and remedy discriminatory effects on the Reporting party and others, if appropriate.
• The employee responsible for evaluating requests for confidentiality is the Title IX Coordinator and/or their designee as identified in the Policy.
• Reporting policies and protocols are set forth in Section 6 of the Policy, and members of the campus community are encouraged to review those policies and protocols, including the provisions for confidential reporting.
• Title IX prohibits retaliation against any person involved in the inquiry or hearing.
• Reporting parties have the right to file simultaneously a criminal report with appropriate law enforcement agencies and a Title IX report with the University.
• Various interim measures may be taken to protect Reporting parties in the educational setting, including those set forth in Section 3 of the Policy.
• The evidentiary standard that must be used in resolving the report is a preponderance of the evidence.
• The potential remedies for Reporting parties are set forth in Section 3 of the Policy.
• It is the intent of this procedure to provide the parties with equal rights.
• Both parties shall have the same opportunity to have an advisor of their choice (up to a maximum of two advisors), present during any interview and/or institutional disciplinary proceeding involving alleged sexual misconduct.
• The potential sanctions or protective measures which may be imposed against the Respondents include the possible reprimand, suspension or expulsion of a student Respondent, the possible reprimand, suspension or termination of an employee Respondent, and reporting party’s options to
avoid contact with the Respondent and allow the Reporting party to change academic and extracurricular activities or reporting party’s living, transportation, dining, and working situation as appropriate.

- The process may result in additional remedies for the University community, including greater emphasis on student awareness, educational and professional development courses for faculty and staff, and other steps designed to address the specific issues raised by the report.
- Sources of counseling, advocacy and support are listed in Sections 3 and 6 of the Policy.
- Information about how the University will protect the confidentiality of victims is listed in Section 6 of the Policy.
- As used in this procedure, “sexual harassment” and “hostile environment” shall have the meanings set forth in Section 5 of the Policy.
- The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information relating to the outcome of the proceeding.
- The University shall offer the Reporting party all services needed to remedy the hostile environment on an interim basis, all as outlined in Section 3 of the Policy.
- The University shall offer the Reporting party all services needed as a final remedy to the hostile environment, even if the Reporting party declined the service as a part of an interim measure.
- The mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual violence.
- In the event the University is unable to conduct a full inquiry, such as when the Respondent is a visitor to the University’s campus, the University shall still consider remedies for both the Reporting party and the broader campus population.

1. **Initiation of Report** – Any person who believes that he or she has been the victim of sexual misconduct as defined in the University’s Policy shall file either a written report or incident report (either of which is hereafter referred to as a “report”) with the University’s Title IX Coordinator, or their designee, as identified in the Policy. The report shall specify the alleged sexual misconduct, the name of the individual who engaged in the alleged misconduct and such other information as may assist the University in promptly investigating the alleged sexual misconduct.

2. **Inquiry** – The Title IX Coordinator or the Coordinator’s designee shall promptly investigate the alleged sexual misconduct in accordance with the provisions of Section 7 of the Policy. Any designee shall have received training in conducting inquiries of Title IX reports. It is the goal of the University to provide for an adequate, reliable, and impartial inquiry for each report, including the opportunity for both the Reporting party and the Respondent to present witnesses and evidence. As soon after the initiation of the inquiry as possible, the Title IX Coordinator or the designated investigator shall notify all University employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the inquiry. Upon the conclusion of the inquiry, the University shall determine whether probable cause exists to believe that the alleged sexual misconduct occurred. If the University determines that there is no probable cause to believe the alleged sexual misconduct occurred, the report shall be dismissed, and both the Reporting party and the Respondent shall be notified in writing such determination by the University. If the University determines that there is probable cause to believe that the alleged sexual misconduct occurred, both the Reporting party and the Respondent shall be notified in writing of such determination by the University, and an adjudicative hearing shall be scheduled within seven (7) days to resolve all disputed facts, if any. The University shall provide both the Reporting party and the Respondent the time and place of the hearing, and the name of the hearing panel members. The hearing shall be conducted in accordance with Section 4. In the event there are no disputed facts, no hearing will be held, and the University shall proceed to implement remedies and sanctions pursuant to Section 6 via informal resolution.

3. **Informal Resolution Process** – Mediation is never appropriate in sexual misconduct cases and shall not be utilized by the University. However, after a finding of probable cause and prior to the hearing to resolve factual disputes, the University shall informally discuss possible remedies and sanctions with the Reporting party and the Respondent to ascertain if a satisfactory resolution of the matter can be reached without the necessity of an adjudicative hearing. If so, the remedies and sanctions to which the parties agree shall be imposed. If not, the hearing pursuant to Section 4 will proceed as scheduled.

4. **Formal Resolution Process** – The purpose of the hearing is to resolve any facts disputed by the parties.

a. **The Hearing Panel** – The hearing shall be conducted by a three-person hearing panel designated by the University (“Hearing Panel”). The Hearing Panel members
shall consist of a faculty member, a staff member, and a chief hearing officer who shall be either a faculty or staff member. The Title IX Coordinator, or their designee, shall notify the parties of the date, time, and place for the hearing and the names of the Hearing Panel members at least seven (7) days prior to the hearing. If either party wishes to object to one or more members of the Hearing Panel on the basis of a potential conflict of interest by the Hearing Panel member(s), the party must notify the Title IX Coordinator or their designee of the objection within three (3) days after receipt of the notice specifying the names of the hearing panel members. The Title IX Coordinator or their designee shall evaluate the objection and determine if a different Hearing Panel member should be designated.

b. The Hearing Process – The Hearing Panel shall endeavor to conduct the hearing in a manner that does not inflict additional emotional trauma on the parties. The hearing shall permit both the Reporting party and the Respondent an equal opportunity to present relevant witnesses and evidence, including expert testimony. The Hearing Panel shall determine the probative value of the evidence presented and the rules of evidence shall not be strictly enforced. Three (3) days prior to the hearing, both the Reporting party and the Respondent shall notify the hearing officer of the witnesses and documentary evidence that the party intends to present. Both the Reporting party and the Respondent may be accompanied by legal counsel or other advisor of their choice, but if either of the parties chooses not to be accompanied by legal counsel or an advisor, the other party may still be accompanied by legal counsel or an advisor. Neither party’s legal counsel nor advisor may speak at the hearing. Only the Title IX Coordinator or designee, the investigators, representatives from the Dean of Students office, the University’s counsel, the Reporting party and the Respondent, the parties’ legal counsel or advisor and the parties’ parents (if invited by the parties), and witnesses may attend the hearing. Parents may not participate in the hearing unless they are called as witnesses to address factual disputes. The hearing may proceed if either of the parties fails to attend. The investigators shall present the results of the inquiry. The Reporting party may then present evidence, and the Respondent may present evidence following the Reporting party. Each witness may be cross-examined by the parties, but the parties may not cross-examine each other. In the event a party wishes to question the opposing party, the party may submit written questions for the opposing party to the chief hearing officer who may ask the questions to the opposing party, if the chief hearing officer deems such questions relevant. Questions pertaining to the Reporting party’s sexual history with anyone other than the Respondent shall be prohibited. The University may elect to make an audio recording of the hearing and in that event, the recording shall retained by the University in accordance with FERPA.

c. Proposed Findings and Recommended Remedies and Sanctions – Within five (5) days following the completion of the hearing, the Hearing Panel shall prepare proposed findings and recommended remedies and sanctions (“Findings”). The Hearing Panel shall make a finding as to whether a hostile environment exists at the University in light of the Findings, and if so, the Hearing Panel shall make recommendations as to how the hostile environment can be eliminated. The Findings shall be submitted in writing for a ruling on behalf of the University (“Ruling”) to: the Dean of Students or designee if the parties are students; the Vice President or designee to whom the employees report, if the parties are employees; or the Vice Provost or designee, if the parties are faculty members. If the parties include a combination of faculty, staff, and students, the Findings shall be submitted to the Dean, Vice President, Vice Provost or designee responsible for the group of which the Respondent is a member. In the Ruling, the Dean, Vice President, Vice Provost or designee may adopt the Findings in whole or in part and shall make a determination as to what, if any, remedies and sanctions should be imposed. The Dean, Vice President, Vice Provost or designee may also remand the matter to the hearing officer for further findings and conclusions, if necessary. The Dean, Vice President, Vice Provost or designee shall make the Ruling within five (5) days following the receipt of the Findings. In determining sanctions against the Respondent, both the Hearing Panel and the Dean, Vice President, Vice Provost or designee shall assess whether imposing sanctions against the Respondent, without additional remedies, will be sufficient to eliminate the hostile environment, prevent recurrence, and remedy effects as required by Title IX.

d. Notice to the Parties – When the Ruling is issued, the Title IX Coordinator or their designee shall simultaneously send written notice via email to the parties of the University’s Ruling and of their right of appeal under Paragraph 5 below. Specifically, the Title IX Coordinator or their designee shall notify both parties as to: (a) whether or not the University found that the alleged conduct occurred,
(b) any sanction imposed on the Respondent that directly relate to the Reporting party, and (c) other steps the University has taken to eliminate the hostile environment, if the University finds one to exist, and prevent recurrence of the misconduct. The Title IX Coordinator or their designee shall also notify the Reporting party of any individual remedies offered or provided to the Reporting party, but, the Title IX Coordinator or their designee shall not notify the Respondent of the individual remedies offered or provided to the Reporting party.

5. Appeals – Either party may appeal the University’s determination of no probable cause or the Ruling by submitting a written statement of appeal to the Title IX Coordinator or their designee. The appeal must be received by the Title IX Coordinator or their designee within seven (7) days following the date on which the parties received notice of the probable cause determination or the Ruling from the Title IX Coordinator or their designee. Appeals must be based on one or more of the following reasons:

a. Sanction Proportionality – to determine whether the sanction was disproportionate to the offense committed, for which the party was found to be responsible.

b. New Information – to consider new information that was not known at the time of the original hearing that, if introduced, would substantially impact the finding or sanction.

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

The written appeal must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the respondent wishes to include. Upon receipt of the written appeal, the parties involved in the original hearing are notified and provided reasonable opportunity to respond in writing to the appeal.

Appeals will be heard by the Committee on Sexual Misconduct Appeals (“CSMA”). This committee is composed of one faculty member and two administrators appointed by the Title IX Coordinator or their designee. The CSMA will evaluate the record of the hearing and render a recommendation to the Vice President of Student Affairs, if the parties are students, the Vice President for Administration and Finance, if the parties are staff members, or the Provost, if the parties are faculty members, (“Appropriate Officials”, or any one of them individually, “Appropriate Official”) who will review the recommendation and issue a written decision in the matter. If the parties include a combination of faculty, staff, and students, the CSMA shall submit the recommendation to the Appropriate Official responsible for the group of which the Respondent is a member. In the event the Vice President for Administration and Finance is involved in making the Ruling, the Vice President for Administration and Finance shall not participate in the appeal, and the CSMA shall make its recommendation to the Vice President for Student Affairs who shall make a written decision in the matter on behalf of the Vice President for Administration and Finance. The Title IX Coordinator or their designee will notify the parties of the decision within three working days of receipt of the decision by the Appropriate Official.

Regardless of which party files the appeal, the Appropriate Official may reverse the probable cause determination or Ruling only if the Appropriate Official finds that the probable cause determination or Ruling did not result in a proportionate sanction, did not consider new information, or was not in conformity with University procedures as outlined above. If the appeal is granted, the Appropriate Official shall make such instructions to the Title IX Coordinator or designee or the Hearing Panel as may be appropriate. The Appropriate Official’s decision on the appeal shall constitute the final action by the University, and the Title IX Coordinator or their designee shall simultaneously send written notice of the decision via email to the parties. If neither party appeals the probable cause determination or the Panel’s Ruling, the Title IX Coordinator or their designee, shall simultaneously send written notice of the expiration of the time for an appeal via email to the parties. Upon the expiration of the time for an appeal of the probable cause determination or the Panel’s Ruling or upon the decision on a timely appeal, the University’s decision shall be deemed final.

6. Imposition of Remedies and Sanctions – After the time for an appeal of the Ruling has expired or after the decision on the appeal is made, the Title IX Coordinator or designee shall take the steps necessary to implement the remedies and sanctions. In the event interim measures should be taken to protect the Reporting party at any point prior to the University’s final determination, the Title IX Coordinator or their designee may implement such measures in accordance with Section 3 of the Policy.
SAFETY AND SECURITY

OFFICE OF PUBLIC SAFETY

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

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

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

The University’s Office of Public Safety enforces University policies regarding alcohol, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Firearms and dangerous weapons* of any type are not permitted in the residence halls or on campus by students or employees; 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 firearms or other dangerous weapons by students is strictly forbidden and is a violation of the student Code of Conduct. Please see Weapons Policy in the Student Handbook (p. 50) for more information.

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

The Office of Public Safety holds sessions each year on topics including personal safety awareness and security, rape prevention, and the prevention of burglary and vandalism. Information on safety and security is provided to students and employees regularly through seminars, films, videos, bulletins, SAFETY ALERTS (p. 48), posters, brochures, the student newspaper, and email announcements.

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

The University campus is well lit, including high intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping, trees, and along pathways frequently traveled by students, and there are campus telephones in each building. The locations of Emergency and Courtesy Phones are listed in the Student Handbook (p. 49).

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

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

Active Aggressor/Self-Defense Training

The Office of Public Safety will present Active Aggressor and Basic Self-Defense Training Sessions during the school year. The dates, locations and times for the scheduled training sessions will be announced at the beginning of the school year. The Office of Public Safety welcomes any opportunity to provide preparedness and training. If you have an opportunity for us to present or have any questions, please contact Public Safety Coordinator, Tonya Sabgester at 502.272.7343 or email tsangester@bellarmine.edu. Access a training video and other information at www.bellarmine.edu/security/active-aggressor-information.
Bellarmine Emergency Response Team (BERT)
The Bellarmine Emergency Response Team is formed by volunteer students who are nationally-certified EMTs or certified First Aid providers working under the medical direction of Louisville Metro Emergency Medical Services. BERT is NOT on call 24 hrs a day. If you have an emergency CALL 911 and then immediately follow up with a call to the Office of Public Safety (502.272.7777). BERT volunteers are available to serve as scheduled stand-by medical care for campus events. To schedule free coverage of an event please email Debbie Fox at dfox@bellarmine.edu. Scheduling should be done at least 2 weeks in advance of your event.

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

BERT is always accepting applications from current EMT-Bs to become a part of the team. If you are interested in becoming an EMT, please contact the advisor Debbie Fox, Director of Public Safety at dfox@bellarmine.edu.

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

Bellarmine University has both single-gender and co-ed residence halls, each with outside visitation from 11:00 a.m. to 2:00 a.m. All residence hall entrance doors are self-closing and locked 24 hours a day. Overnight guests in the residence halls may only be students of the same gender, except for Anniversary, Petrik, Siena Terzo, and Siena Quarto residents; see the Residence Hall Living Guide appendix for more information about guests (p. 84). All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

If you find yourself locked out of your room between the hours of 8:00 a.m. and 7:00 p.m., you should call the Office of Residence Life at 502.272.7272 to assist you in gaining entry into your room. If it is between 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 at 502.272.7777.

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

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

Timely Warning Policy - SAFETY ALERTS
The purpose of the Rave Alert Emergency Notification System is to notify the Bellarmine community of a potentially harmful situation and to inform of possible precautionary measures. The University community will be warned about potentially unsafe, harmful, or threatening conditions in the University and/or surrounding community if/when they arise. Rave Alert text messages and email messages are sent to all students, faculty, and staff who register their cell phones and to those who have computer access. The safety of the Bellarmine community is very important. If the student is aware of behaviors/conditions that may be harmful to others, they should notify the Office of Public Safety (502.272.7777) and/or the Dean of Students (502.272.8150).
RAVE Guardian Mobile Safety Application
Bellarmine 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 Safety and Security via the app. Questions about the mobile app may be directed to the Office of Public Safety at 502.272.7777 or the Dean of Students’ Office at 502.272.8150.

Missing Student Notification Procedures
Bellarmine University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating missing Bellarmine residential students. Students are responsible for updating their Emergency Contact and their Missing Persons Contact annually. Students can update this information by logging in to One.Bellarmine, clicking on Self Service and using the drop down menu under their username in the top right corner of the screen; instructions can also be found at https://tinyurl.com/Bellarmine-Emergency-Contact. Individuals who believe a residential student to be missing should contact the Office of Public Safety at 502.272.7777 to complete a missing person report. Upon notification that a student is missing, the Office of Public Safety will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more, the student’s designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person, the local Police Department will be contacted by the Office of Public Safety no later than 24 hours after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President of Student Affairs or a designee that they are missing.

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, 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.

EMERGENCY NOTIFICATION SERVICE
Bellarmine 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.bellarmine.edu.

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

Yellow Courtesy Phones are located:
• On the west side of Petrik Hall front entrance
• By the entrance doors to Kennedy/Newman Lobby
• Outside the Office of Public Safety
• Allen Hall at the Front Entrance

Emergency Blue Phones are located:
• In Lot 3: Alumni Way Lot outside of Brown Activities Center
• In the Quad outside Alumni Hall
• Outside of Flynn Building
• In Lot 11: Siena Lot outside of Siena Quarto
• In Lot 11: Siena Lot behind Kennedy/Newman Hall
• In Lot 1: Bellarmine Lot
• Next to Anniversary Hall by softball field
• On the right side of Knights Hall facing the front of the building
• At the rear of Knights Hall
• At the rear of the SuRF Center
• Parking lot at Nolen C. Allen Hall
WEAPONS

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 state 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 (https://www.bellarmine.edu/security), officials of the university administration, and local authorities. In the event none of the above personnel are available, the student or staff member may call civil authorities to rectify the situation and/or to report the situation by dialing 911. The Office of Public Safety (502.272.7777) or the Dean of Students (502.272.8150) should be notified as soon as possible of the incident.

SHUTTLE SERVICE

The University provides shuttle service for all students, faculty, and staff. The dates and times of the shuttle service are posted each semester on the Public Safety website (tinyurl.com/BellarmineShuttle) as well as on benches at pick up and drop off points at Anniversary Hall, Petrik Hall, in the Franciscan Circle, Allen Hall, and the Flynn Building. The shuttle is handicap accessible. Direct shuttle service is available from Allen Hall to the Franciscan Circle from 7:30 a.m. until 5:00 p.m., Monday through Friday. Campus-wide shuttles provide transportation to members of the campus community during the following times: Monday through Thursday, 7:30 a.m. – 10:30 p.m.; Friday from 7:30 a.m. – 7:30 p.m.; and Sunday from 6:00 p.m. – 11:30 p.m. Additional information regarding direct shuttle service, campus-wide shuttles and transportation to specific locations such as the Flynn Building is available on the Public Safety website www.bellarmine.edu/security or you can call 502.272.7777.

Ride Systems

Ride Systems is equipped with a GPS, which is located in the shuttle, and an app that can be download on your phone. The primary objective of this app is to inform 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!

Frequently Asked Questions

1. The app isn’t working, what should I do?
   The Tracker can also be accessed at www.ridebu.com
2. I can’t see the shuttle, what is going on?
   When the shuttles are turned off, they cannot be seen on the app. Be sure to check the schedule posted on the side of the screen.
3. There’s a shuttle on a different route, is something wrong?
   Sometimes shuttles will assist other routes in between scheduled stops.

CAMPUS PARKING AND TRAFFIC REGULATIONS

The Office of Public Safety is responsible for enforcing all parking rules and regulations pursuant to the authority conferred by the University. All University personnel and students must assume responsibility for any citations they receive for improper parking; this responsibility includes payment of fines. There are limited on campus parking spaces, so parking is first come, first served and not guaranteed.

Bellarmine University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.

Vehicle Registration and Parking 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, you must register online at https://one.bellarmine.edu.
- The Office of Public Safety, Room CNTH 054 of Centro
Treece Hall, will issue parking permits for students 24 hours a day, 7 days a week.

- Parking permits for faculty and staff members will be issued by the Student Account’s Office (CNHH Room 208) during normal business hours.
- Faculty, staff and students will be issued one parking permit. A permit may be transferred to any vehicle driven on Bellarmine University property. The individual who purchases/registers for the tag will be 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 you drive a motorcycle or motorbike, you will be issued a permit from the Office of Public Safety that can be adhered where it is visible on the motorcycle/motorbike.
- The parking permit fee for students is included in the comprehensive fee.
- 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 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 for a replacement permit at no charge. If the permit was lost or stolen on campus property, please contact the Office of Public Safety 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.
- Any egregious violation of the parking policy such as tampering, altering or giving a permit to an unauthorized person will be referred to the Dean of Students or the Office of Public Safety for investigation.

Enforcement
Prior to enforcing the parking regulations, the Office of Public Safety will announce to the community when it will begin issuing citations. 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. However, 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.

**DESIGNATED PARKING AREAS**

Parking is permitted on campus in available spaces on a FIRST COME FIRST SERVED BASIS, but only in the designated paved areas. The parking permit does not guarantee a specific parking space. 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. 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.

**Alumni/SuRF Patron Parking**

**“A” Designated Parking Permit**

Vehicles with a designated “A” permit (Alumni/SuRF) may park in Lot 2: Knights Lot, Monday through Fridays from 7:00 a.m. through 5:00 p.m.

**Faculty and Staff Member Parking**

**“B” Designated Parking Permit**

Only vehicles with a designated “B” permit (faculty/staff) will be allowed to park in Lot 6: Centro Lot. Faculty and staff members are not allowed to park in the spaces designated by Admissions for perspective students. Faculty and staff members are allowed to park in Lot 4: Via Cassia, Lot 9: Ursuline Lot and Lot 13: Newburg West Lot, Monday through Friday from 7:00 a.m. through 5:00 p.m.

Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking. Please attempt to park in your designated lot.

**“E” Designated Parking Permit**

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 is designated for both “E” and “F” permit holders.
Student Parking
Upperclass 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 any other lots designated for faculty/staff parking. “U” permit holders may not park in the following lots: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West, Monday through Friday from 7:00 am until 5:00 pm.

“S” Designated Parking Permit
Vehicles with a designated “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, Monday through Friday from 7:00 a.m. until 5:00 p.m. In addition, “S” permits may not park in the designated upper class lot except on the weekends from Friday after 5:00 p.m. through 9:00 p.m. on Sunday. This lot is Lot 11a: Siena Lot.

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 Lot from 7:00 am on Monday until 5:00 p.m. on Friday. Individuals that have an “F” permit tag may not park in the designated upper class lot except on the weekends from Friday after 5:00 pm through 9:00 p.m. on Sunday. This is Lot 11a: Siena Lot.

“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 Monday thru Friday from 7:00 a.m. until 5:00 p.m. “R” permits may not park in the designated upper class lots except on the weekends from Friday after 5:00 p.m. through 9:00 p.m. on Sunday. This is Lot 11a: Siena Lot.

First-year students must keep their “F” parking permit their entire first year, regardless of how many credit hours they may have earned.

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 with a valid doctor’s note. Public Safety is located in Centro Treece Hall Room CNTH-054. The phone number is 502.272.7777. For additional assistance, you may also contact the Director of Disability Services at 502.272.8490.

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.

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.

Faculty, Staff and Students with Temporary Vehicles
Faculty, staff and students must come to the Office of Public Safety to obtain a temporary parking pass. 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. Please bring with you the year, make, model of vehicle, along with your license plate number.

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 visi-
Tutors 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, 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 in Lot 5: Franciscan Lot to obtain temporary parking.

Loading Zone Parking
Loading Zone parking spots are located 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.

Motorcycle, Motorbike and Moped Parking
All University personnel and students must display a permit on any motorcycle/motorbike/moped that is parked on campus. These spaces are marked with green stripes. More than one motorcycle/motorbike/moped can park in the designated green spaces. Motorcycles, motorbikes, and mopeds must be parked in a designated motorcycle/motorbike/moped parking area. Failure to park in a designated motorcycle/motorbike/moped area will result in a citation. The Office of Public Safety will issue a permit that is able to be displayed on the vehicle.

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.

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.

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.

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

Should a person believe their citation is unjust and not in keeping with the University parking regulations, that person may appeal the citation to the traffic appeals committee. 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 Office of Disability Services with academic accommodations, those accommodations will be met during any appeals. Please email trafficappeals@bellarmine.edu in advance to make the committee aware of any needs.

• 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.
• Faculty and staff members: by registering your vehicle you authorize the university to deduct unpaid parking fines and penalties from your earnings. 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 to the employee’s account. When the citation is moved to the employee’s 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 “School Account/Tuition Bill” (even if you are an employee), then the citation was not paid in the parking system before the 10-day grace period and is still outstanding.

• Students’ unpaid parking fines may be added to their student account. Unpaid fines could result in additional charges and financial holds for transcripts, grades and registration. 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’s tuition account. When the citation is moved to the student account, the citation shows as “PAID” in order to prevent duplicate payment in the Rydin System. 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 Account/Tuition Bill” then the citation was not paid in the parking system before the 10-day grace period and is still outstanding.

Traffic Appeals Committee Hearings
The Traffic Appeals Committee will convene twice a month throughout the year (September, October, November, December, February, March, April and once in May if needed). All meetings of the Traffic Appeals Committee will be listed on the Office of Public Safety website. The Office of Public Safety will have a representative at the appeal hearings. Decisions will not be given at the hearing 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 http://www.bellarmine.edu/security/services/parkingappeal/

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

No Parking Permit Tag/Decal displayed .......................$40.00
Failing to obtain or display a Bellarmine issued parking permit.

The permit 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...........................................$40.00
Tampering, altering or giving a permit to an unauthorized person

Expired permit ..................................................$40.00
Failing to obtain a Bellarmine issued parking permit tag that is applicable for the current school year. All parking permits expire July 31.

Improper parking ...............................................$40.00
Examples of improper parking are: parking in the grass, parking outside the lines of a parking space, parking in two parking spaces, parking a motor bike improperly, etc.

Parking in a restricted area.....................................$40.00
Failing to park in the lots as designated by your Bellarmine parking permit tag. Also, parking in the following areas: Admissions, Visitor, reserved or any other assigned designated parking.

Minor Violations...............................................$40.00
Examples: Altering/misusing assigned parking permit. Altering posted signage, moving traffic cones/barriers, etc.

Major Violations .............................................. $100.00
Example: Moving violations: Driving the wrong way on a posted one-way road, Stop sign violation, Reckless driving/speeding, etc.

Parking in a fire lane.............................................$100.00
Parking in designated passageways or access roads that allow fire apparatuses to pass through; that are not intended for normal vehicle traffic.

Parking in an accessible parking space ....................$100.00
Parking in an accessible parking space without the Bellarmine assigned Accessible Parking tag.

Boot Removal* ..................................................$100.00
The fee that has to be paid before the boot is removed from the vehicle.

Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days.

*Boot removal fee and outstanding unpaid citation balance must be paid before the boot will be removed.
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.

Permit Descriptions
- Alumni and Surf Patron: Code A
- Faculty and staff members: Code B
- Faculty and staff members restricted to Lot 1 (Bellarmine Lot): Code E
- Upperclass Students living on Campus: Code U
- Student: Code S
- First-Time, Full-Time Commuters: Code F
- First-Time, Full-Time Resident: Code R

Lot Descriptions
Lot 1: Bellarmine Lot
- Permits allowed to park in lot: “E” “R”
- 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: “F” “A”
- 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: “S”
- Between Alumni Drive and Knights Way
Lot 4: Via Cassia Lot
- Permits allowed to park in lot: “B”
- Between Alumni Drive and Via Cassia
Lot 5: Franciscan Lot
- Permits allowed to park in lot: “B”
- From the side of Pasteur to Horrigan by the Public Safety Office
Lot 6: Centro Lot
- Permits allowed to park in lot: “B”
- Directly in front of Centro
Lot 7: Seibert Lot
- Permits allowed to park in lot: “S”
- Seibert Terrace
Lot 8: Treece Lot
- Permits allowed to park in lot: “S”
- Treece Terrace
Lot 9: Ursuline Lot
- Permits allowed to park in lot: “B”
- Small lot behind Miles Hall
Lot 10: Thomas Merton Lot
- Permits allowed to park in lot: “S”
- Small lot behind Petrik next to Newman Hall
Lot 11a: Siena Lot
- Permits allowed to park in lot: “U”
- Between Kennedy/Newman and Secondo
Lot 11b: Siena Lot
- Permits allowed to park in lot: “S”
- In Front of Terzo
Lot 12: Stadium Lot
- Permits allowed to park in lot: “S”
- To the side of Frazier Stadium
Lot 13: Newburg Lot East and Newburg Lot West
- Permits allowed to park in east lot: “S”
- Permits allowed to park in west lot: “B”
- Surrounding Allen Hall
Lot 14: Bishop Lot
- Permits allowed to park in lot: “B” “S”
- 1961 Bishop Lane
Lot 15: Sports Complex
- Permits allowed to park in lot: “B” “S”
- 3408 Newburg Lane
Lot 16: Waterson Building
- Permits allowed to park in lot: “B” “S”
- 3430 Newburg Lane

ACADEMIC RESOURCES

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 course materials. Course materials can be rented or purchased inside the campus store or on the website at www.bellarmineshop.com. Store hours are always posted on the website as well as in the campus store. Course material purchases can be fully refunded (with original sales receipt) within 7 days from the start of classes or within 2 days of purchase thereafter. Within these time periods, new course materials are fully refundable when returned in the same condition as purchased. Course materials purchased during the last week of classes or during exams are final sale, but may be eligible for buyback at any time.

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.

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 and the majority of all technology operations.

The W.L. Lyons Brown Library is a teaching library. Librarians work closely with faculty members to ensure that Bellarmine students learn to appreciate the value of informed participation in their communities. These collaborative efforts support the development of students into lifelong learners. For more information, please call 502.272.8141.

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

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

The library’s resources include over 115,000 print volumes and more than 200 periodical subscriptions, as well as over 100 online databases, including EBSCOhost, JSTOR, ProQuest and Ovid. In addition, the library provides access to over 200,000 eBooks and over 50,000 online periodicals. Access to the library's online catalog and various resources available across the Internet is provided from 45 computer workstations in the Lansing Learning Commons and the rest of Level 1, as well as a number of other terminals throughout the building and remotely through the campus network.

Interlibrary loan services are provided so that students, staff and faculty may access materials that are unavailable locally. In addition to the Bellarmine resources, all Bellarmine students have access to other academic and public libraries in the Louisville area through the Kentuckiana Metroversity consortium. The library is a member of the Federation of Kentucky Academic Libraries (FoKAL) consortium and uses the OCLC national database for cataloging and interlibrary loan purposes. The library is open over 110 hours per week during the regular semesters.

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

Information Fluency
Information fluency for all students is an important focus of the University. Through individual and collaborative efforts the librarians and staff actively promote information fluency, emphasizing the ability to locate, access, evaluate, and use information. This ability is essential for lifelong learning and is developed over time. Bellarmine students participate in a general education curriculum that is designed to be strongly developmental and help students cultivate and master abilities essential to a meaningful education. Many of these goals are achieved by connecting the student directly to the intellectual and technological resources available through the W.L. Lyons Brown Library.
Study Spaces
Students enjoy a variety of environments in which to study, including the Lansing Learning Commons, group study rooms, individual study carrels and lounge chairs, as well as tables, ledge desks and a spacious reading room. Level 2 of the library has been set aside as a “quiet floor”. The library building also includes study locations offering networked desktop computers, and a wireless network which allows connection to the campus network and Internet for wireless device users. Additionally, members of the Bellarmine community may borrow laptops at the Circulation Desk for use in the library.

Foundation Center Cooperating Collection
The W. L. Lyons Brown Library has been designated a Funding Information Network of the Foundation Center, one of less than 500 libraries in the United States to hold this designation. This allows the library to provide access to the Foundation Directory Online Professional and Foundation Grants to Individuals Online, as well as a print collection of resources for grants.

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

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

Regular Library Hours Fall & Spring Semesters
The library is open seven days a week.
Sunday ...................................................... 11:00 a.m.-2:00 a.m.
Monday-Thursday ....................................... 7:00 a.m.-2:00 a.m.
Friday ......................................................... 7:00 a.m.-7:00 p.m.
Saturday .................................................... 8:00 a.m.-7:00 p.m.

Reference Desk Hours Fall & Spring Semesters
Monday-Thursday ....................................... 8:00 a.m.-10:00 p.m.
Friday ......................................................... 8:00 a.m.-7:00 p.m.
Saturday .................................................... 10:00 a.m.-7:00 p.m.
Sunday ....................................................... 11:00 a.m.-7:00 p.m.

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

SSC programs and services include:
• Academic advising for all students but focus mainly on first-years, sophomores, and student athletes
• First-Year Focus, a one-credit course required for all first-time, full-time, traditional-age first-year students that supports transition to college life
• Classroom presentations on topics such as: study skills, time management, procrastination, writing and presentation skills
• Tutoring and study sessions for many 100 and 200 level courses
• Writing and multi-modal support at any level and stage (course papers, classwork, special and creative projects, graduate school personal statements, and presentations)
• Testing Center for students with accommodations through Disability Services and students who miss a test due to a university-sanctioned event
• Pioneer Scholars, a mentoring program for first generation students
• Learning Communities, an integrated, thematic learning experience for first-year students that includes peer and faculty mentoring, common courses, and co-curricular activities within a community setting
  » Galileo: designed for students interested in the health professions
  » Compassio (formerly Brown Leadership): created to engage students in social justice and community
  » Terra (formerly Rachel Carson): established for students interested in issues of sustainability
  » Eureka: for students majoring in STEM programs
  » Explore: created for students who are interested in exploring their major and career path

Please contact the SSC at 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”, commissioned, sponsored by an outside entity, and/or required the extraordinary use of University resources above and beyond
students 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.bellarmine.edu.

TECHNOLOGY SERVICES

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

Technology at Bellarmine is used to augment the classroom experience, broaden the research environment, enhance communications and provide connectivity to needed systems. 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 Library is equipped with laptops that students may check out for use in that facility.

Each student is given an Office 365 account allowing access to email, 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 personally at the Technology Support Center. Software or other systems that are specific to a curriculum are generally supported within the academic department.

Bellarmine 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 Information Technology department 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. Additionally, there are computer labs located in residence halls for students to use.

Technology Support Center (TSC)

The Technology Support Center is your one-stop shop for technology questions and issues. Assistance is provided in person, online, and over the telephone. The TSC is located on Level A of the W. L. Lyons Brown Library and staff members are available to meet computing and technology needs, including user account information, email assistance, network storage, hardware assistance, Internet access, and general troubleshooting. The TSC may be reached by phone at 502.272.8301 or by email at tsc@bellarmine.edu; students should also feel free to stop by in person.

I.D. Cards

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

TSC Hours - Fall and Spring Semesters

TSC is closed when the Library is closed.
Monday - Friday .....................7:30 a.m. - 7:00 p.m.
Saturday ...............................8:00 a.m. - 5:00 p.m.
Sunday ................................................................Closed

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.

Technology Spaces

Bellarmine 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. In an acknowledgement that students now carry into the building on their phones more information than the library could ever hold, the Donna and Allan Lansing Learning Commons replaced the shelves of reference books on the library’s first floor with comfortable furnishings that are easily adaptable to a variety of uses by individuals or groups. The W.L. Lyons Brown Library is also equipped with hundreds of Bellarmine network connections, high-capacity wireless networks, and public computers, all intended to allow 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 even on the weekend overnights and houses several public computers
  » Multiple locations throughout the Library contain both public computers and wired network ports
  » Computers in the Mac Lab are available when not being used for classes
  » Laptops, for use in the Library, are available for checkout at the Circulation Desk

• **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 and CNHH-017 are available daily when not being used for classes

• **George G. Brown Center, Clayton Hall**
  » Lab computers in the Mac Lab, GBCH-207, are available for students when they are not being used for classes
  » The Media Lab space in this building is called the "Fish Bowl" and it provides a host of media technology features focusing on Communication education
  » A “One Button Studio” exists in this space to allow for ease of recording in a variety of media

• **George G. Brown Center, Frazier Hall**
  » 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
  » Computers in MILE-312 are available when not being used for classes, but are intended for students in the nursing programs
  » Radiation Technology leverages an on campus VERT system which is a virtual environment of a radiotherapy 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**
  » A recent expansion of this building brought with it four large new classrooms intended to instruct large numbers of students. These spaces were outfitted with state of the art technology that allows for flexibility in how technology can be leveraged as part of the instruction

• **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.
2. The student must promptly comply with any reasonable request to ensure the security and reliability of the campus.
network. This includes, but is not limited to, disconnecting
the device from the network or bringing the device to the
TSC if requested.
The TSC will assist students in the configuration of their com-
puters and devices to comply with these requirements.

ACCOUNT INFORMATION

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
See the Online Catalog for more information: catalog.bellarmine.edu.

FINANCIAL AID

What is available: The Office of Financial Aid administers all
institutional, federal, and state financial assistance programs.
Assistance at Bellarmine may be awarded on the basis of academic
merit, achievement, distinction, academic discipline, program
of study, or demonstrated financial need. All students enrolled
at least half-time, as defined by the University, may be eligible
to benefit from one or more financial aid programs. 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 as soon as possible
after October 1 each year. A separate form is needed to apply for
summer aid. This application is available on the web at www.
bellarmine.edu/financialaid/summerterm or in the Office of
Financial Aid by mid-February.

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

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

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

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

TUITION PAYMENT

Payment due dates are listed in each semester class schedule.
Undergraduate students are expected to enter and begin making
payments on an installment plan by August 1, 2019; or pay in
full the estimated amount due by August 1, 2019.

Graduate students are expected to pay in full by September
25, 2019, or enter into a payment arrangement that is described
on the tuition contract. Students who do not pay their tuition
and fees or select a payment method by this deadline will be
subject to interest charges. Questions should be directed to the
Bursar’s Office at 502.272.8264 or bursar@bellarmine.edu.
Billing dates and refund policies are listed in each semester’s
Class Schedule and online at one.bellarmine.edu. Students
will be asked to select a payment method by signing a tuition
contract. The payment options are outlined below.

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

Payment Options
Payment in Full (PIF) - Students not enrolled for one of the
delayed payment methods must pay in full by the published due
date each semester. In order to avoid interest charges, payment
must be received by the published due date. If the payment is not received on or before the due date, interest charges will be assessed at the rate of 1% monthly or 12% annually. Any amount not covered by federal work-study must be paid by the published due date and the student must submit a Tuition & Payroll Authorization Form to the Bursar’s Office by the published due date, electing to apply 100% of their work-study earnings toward their student tuition account. Outstanding balances must be paid in full before students will be allowed to register for any further classes or receive official transcripts.

**Monthly Payment Plan (MPP)** - Payment plans must be set up each semester. With this “pay as you go” plan, the student pays an enrollment fee and students can divide tuition payments over 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. Any amount not covered by the monthly payment plan must be paid by the published due date. Please contact the Bursar’s Office at bursar@bellarmine.edu for more information regarding the available plans. There is an enrollment fee of $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 by monthly installments. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

**Federal Work-study Plan (WS)** - Students receiving federal work-study funds and electing to have their paycheck automatically deducted and applied to their tuition account must register for this plan in the Bursar’s Office by completing a Tuition & Payroll Authorization Form. 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 federal work-study must be paid in full by the published due date or enrolled in a monthly payment plan. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

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

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

**Corporate Reimbursement (CORP)** - This plan is only for those students who have their tuition paid directly to the University by their employers. This plan carries no interest charges provided the tuition is paid in full within 30 days from the date the grades are posted online each semester. The student must provide Bellarmine with appropriate documentation from the employer each semester. The portion of your balance not covered by corporate reimbursement must be paid in full by the published due date. If the account is not paid in full by the due date, the account carries a 1% interest charge monthly or 12% annually. Please contact your employer’s Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

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

**Methods of Payment**

- The Bursar’s Office accepts cash, checks, cashier’s checks and money orders
- E-Checks are accepted online at one.bellarmine.edu with no additional fees (this requires a routing number and an account number)
- Credit cards are only accepted online (VISA/MasterCard/Discover/American Express) – a fee of 2.75% is charged by CASHnet
- Payment Plans are offered to equally divide tuition payments over approximately 4-6 monthly payments per semester. If you have any questions, please contact the Bursar’s Office at 502.272.8264 or bursar@bellarmine.edu.
For all payment options above, the student agrees to reimburse Bellarmine the fee of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney’s fees, that Bellarmine may incur in such collection efforts.

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

WITHDRAWAL POLICIES

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

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

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

Enrolled students who become incapacitated by unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long term treatment may find it necessary to withdraw from all classes at the University. Students must submit a request using the Withdrawal Form and have it signed by the Dean of Students or that person’s designee. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable. The student may be entitled to a tuition adjustment once the appropriate documents, such as physician documentation, along with any supporting documents including proof of a hospital stay or other extensive long term treatment, and the Tuition Appeal Form are provided to the Bursar’s Office. The Tuition Appeal Form may be obtained by contacting the Bursar’s Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Appeals provided to the Bursar’s Office after the end of the semester will not be accepted or reviewed. The Tuition Appeal will be reviewed by the Appeal Committee within 30 days of submission. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies. For more information regarding Satisfactory Academic Progress (SAP) please go to www.bellarmine.edu/financialaid/progressundergrad.

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

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 Dean of Students may require an assessment of the student by a medical or mental health care professional in order to determine the degree to which the student and/or 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 suspending the student or restricting the student’s access to housing or programs) pending a final decision regarding the student; under such circumstances, the student will be given written notice of the interim action and the reasons for such action, and will be given an initial opportunity to address in writing the truth or accuracy of the reasons given for the action, with the hearing to be held later.

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

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

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

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

Conditions for Re-enrollment after Involuntary Withdrawal
Because involuntary withdrawal applies to cases in which there is a concern about the health or safety of others in the community, the Dean of Students and/or 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 Office a written request for readmission and any requested documentation from health care or mental health provider(s) indicating the readiness to return.

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

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

ADJUSTMENTS & REFUNDS OF TUITION

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

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

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

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

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

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

MISCELLANEOUS BILLING POLICIES

Veterans Benefits
Students who wish to use Veterans’ Benefits while attending Bellarmine University are supported by the Bellarmine University Office of Military & Veteran Services, located in the Library, Rm BL209. You may contact Lindsay Gargotto (lgargotto@bellarmine.edu, 502.272.7027) with any questions.

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

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

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

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 manufactur-
ing of the diploma and the diploma case, the Graduation Fair, 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.

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 One.Bellarmine. 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, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Minor changes in name can be made without a court order at the discretion of the Registrar (for example, spelling corrections or revisions). In these instances, the student must provide documentation such as current driver’s license with photo, Social Security card, or resident alien card.

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 One.Bellarmine. 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 immigration 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 or 502.272.8133 for questions about updating chosen name in self-service. For information about other policies related to gender identity, please see the Identity-Based Resources and Policies section in the Student Handbook (p. 24).

POLICIES

NON-ACADEMIC POLICIES

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

Any student, faculty, or professional staff member may submit 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 (502.272.8150) and the Office of Public Safety.

BUILDING RESERVATIONS

All reservations should be in accordance with the University Facilities Usage Policy. Registered Student Organizations (RSOs) must go through the Student Activities Center via Engage or call 502.272.7725. To reserve study space, please visit https://reservations.bellarmine.edu. 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 the residence halls or academic buildings where a building or person may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Sledding and skateboarding are not allowed on any campus property at any time. 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 p.m. Sunday–Thursday and by 11 p.m. on Friday and Saturday.

TRANSPORTATION POLICY

The Transportation Policy applies to any students traveling for University affiliated programs that have been approved by the
University. Requirements for registering travel differ depending on the sponsoring organizations. All travel by student organizations must be approved by and coordinated through the Student Activities Center at 502.272.7725. Academic related travel is to be coordinated through the respective academic department. Any travel that does not fall within one of these two areas should be coordinated through the Student Activities Center. No alcohol shall be consumed or carried in any vehicles while on University related trips. The University’s liability extends only to travel and activities related directly to the University-related functions. The University’s policies related to travel apply regardless of the form of transportation and whether or not the transportation is public, private, or university owned.

POSTING POLICY

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

1. 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 before being approved by the Director of Residence Life.

2. All other posters and signs must be approved by the Student Activities Center. All approved postings will be stamped and will include an expiration date. All flyers posted without stamped approval will be removed and discarded. The only exception is SGA campaign flyers.

3. Publicity materials for recognized student organization events will not be approved until an event registration form is completed in Engage.

4. All postings will expire within two weeks unless special permission is granted by the Student Activities Center.

5. All postings are to be placed on bulletin boards with tacks. Postings made with tape or staplers will be removed and discarded.

6. No postings can be made on doors or windows. Postings on walls must use painter’s tape. Flyers or notices may not be placed on vehicles parked on campus.

7. All posters must be in good taste.

8. All notices and signs must clearly state the official name of the sponsoring organization.

9. One copy of each posting will remain on file with the Student Activities Center.

10. Advertising which explicitly or implicitly suggests or indicates alcohol will be available at an event is prohibited.

11. Only one of each poster or flyer per bulletin board is allowed, and postings are not to be hung over other postings.

12. All postings on electronic media must abide by the Technology Policy.

13. Chalk writing/drawing is permitted, but must be approved by the Student Activities Center at least 2 weeks in advance. Chalking is permitted on sidewalks only (not on walls, buildings, etc.) in order to advertise an event. The chalking must be removed prior to noon on the day following the event.

14. Hanging banners and large signs are only allowed in certain locations on campus. Once approved, contact Facilities Management for assistance with hanging banners or large signs.

15. Any postings in violation of these rules will be removed and discarded. Repeated violations may include disciplinary action.

16. Posters will be reviewed by the Student Activities Center and must be free of misspellings and errors and be aesthetically pleasing.

17. Students may post their own posters in accordance with these guidelines or the Student Activities staff will post them. Student Activities staff will post every Tuesday and Friday morning. Postings must be submitted by 5 p.m. on Monday or Thursday to be hung the same week.

If an organization or department fails to meet the aforementioned guidelines, the Student Activities Center reserves the right to suspend posting privileges. Any questions regarding general posting should be directed to the Student Activities Center at 502.272.7725.

RAFFLES & OTHER CHARITABLE GAMING ACTIVITIES

Bellarmine no longer has a Charitable Gaming License. This means that student organizations may not hold 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.
PROTEST & DEMONSTRATION POLICY

One of Bellarmine University’s greatest mentors, 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, the University is an ideal gathering place for peaceful demonstrations, which call attention to injustice. Such assembly calls us to question, to study, and to learn so that we might participate in changing the world for good. This policy statement provides direction to those who wish to organize such assemblies.

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

Guidelines for Campus Protest and Demonstration:
• All protests and demonstrations should be peaceful and orderly and reflect the Community Standards and University Values.
• Only members of the University community may organize or lead a protest or demonstration on campus.
• Any group wishing to participate in a protest or demonstration on the Bellarmine campus that is not affiliated with Bellarmine University must be sponsored by a Bellarmine student group, faculty or staff member.
• Protests and demonstrations must respect and preserve University property, including building opening and closing times, facility cleanliness and appearance, and structural integrity.
• The organizing or sponsoring party must be present during the protest or demonstration.
• All associated materials should be removed immediately following the protest or demonstration.
• Student Affairs staff members, and / or security personnel, may be present during student protests and demonstrations to provide support for students involved.
• The sponsoring of events by any University student, faculty or staff organization is not to be construed as an endorsement by the University or by the sponsoring group.

Bellarmine University will not allow disruptive behavior or disorderly conduct in its premises to interrupt the function of the university. Persons engaging in disruptive, disorderly, or behavior that violates the student code of conduct will be subject to the conduct process as outlined in the Student Handbook.

Process for planning a protest or demonstration:
Persons wishing to express their opinions, distribute materials, or assemble on campus in accordance with the state and federal constitution in relation to their right to free speech must reserve space (including the Quad) through the Student Activities Center by submitting a Protest and Demonstration Form on Engage. This form should be submitted in as much time as possible before the event is scheduled to occur. The University reserves the right to limit the hours, location, and manner of such demonstration. To assist in making your protest or demonstration safe and successful, locations will be decided upon in conjunction with the Director of Student Activities in a meeting with the organizing party. Should the protest or demonstration not be approved, the organizing party may request an appeal in writing to the Non-Academic Grievance Committee per the guidelines outlined in the Bellarmine Student Handbook.

For additional information or questions, contact Brooke Wilson, Director of Student Activities, at bwilson4@bellarmine.edu or 502.272.8477.

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 Conduct, #12. Each “Selective Membership Organization” or “Non-Selective Membership Organization,” by its affiliation with and/or chartering upon the Bellarmine campus, assures the University community that it will strictly abide by this basic commitment to human decency.

Bellarmine 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

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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.

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

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

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

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 Report Concern, found at https://tinyurl.com/BellarmineConcern-Report. All reports will be investigated. Groups and individuals can be charged with and sanctioned under the Bellarmine University Code of 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 at 502.272.7777. Student welfare is a primary concern of Bellarmine University. The medical amnesty policy is in place in order to promote the health and safety of all Bellarmine University students, especially in situations involving medical risk from alcohol poisoning, drug overdose, and/or physical injury. Any student who calls 911, the Office of Public Safety, or another campus resource seeking medical assistance for themselves or another student needing emergency attention may not be cited for an offense under the student Code of Conduct. Bellarmine University may not pursue conduct processes for the student needing the medical attention and the student calling for assistance.

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

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

POLICY ON ALCOHOL

Preamble

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

Federal regulations (Federal Drug Free Schools and Communities Amendments of 1989) require notification of the following: unauthorized distribution, possession, or use of any controlled substance or illegal drug as defined by the Kentucky Revised Statutes; providing alcoholic beverages to individuals under twenty-one (21) years of age; possession or use of alcoholic beverages by individuals under twenty-one (21) years of age; and unauthorized possession of an open container of an alcoholic beverage, public intoxication; unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Bellarmine University premises or at Bellarmine University sponsored activities.
This policy and the related procedures outline the University’s responsibilities and the responsibilities of those who work, study, or congregate at the University. This policy applies to students in all academic-related activities and environments on and off campus. Care has been taken to outline these responsibilities, to allow each member and guest of Bellarmine University to assume the respective responsibilities attendant to 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). For more information about alcohol and drugs and/or to take a free alcohol abuse screening, please visit https://tinyurl.com/BellarmineRecovery.

Counseling and Treatment Resources
• Bellarmine University Health Services 502.272.8493 or www.bellarmine.edu/studentaffairs/healthservices
• Bellarmine University Counseling Center 502.272.8480 or www.bellarmine.edu/studentaffairs/counselingcenter
• Alcoholics Anonymous 502.582.1849 or www.louisvilleaa.org
• Jefferson Alcohol & Drug Abuse Center 502.583.3951 or 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 Kentucky and City of Louisville laws or ordinances:
1. It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverages.
2. It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present themselves to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over twenty-one (21) years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.
4. It is illegal for any person to request anyone over twenty-one (21) years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
8. It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts.

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

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

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

1. The use or possession of alcoholic beverages is allowed at on-campus and off-campus student sponsored events or at University-sponsored activities for students when approved by the Student Activities Center and the Dean of Students. A student-sponsored event includes, but is not limited to, private parties and events at which University or student organization funds or resources are used, 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. Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the Booster Room or one of the rooms provided for entertaining guests.

4. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.

ALCOHOL POLICY 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 Students, Organizations and Special Student Events

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

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 what safety and security measures will be taken. The Event Request Form must be submitted a minimum of four 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 or approved substitute of the sponsoring RSO. 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. The promotional materials may not advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written, or verbal references to alcohol (BYOB or names of alcoholic beverages). Advertisements may include the phrase “Beverages Available, ID required.” In accordance with the laws of the Commonwealth, 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 by any means 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; beverages containing a higher percentage of alcohol are able to be served with prior approval of the Vice President of Student Affairs. 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 reserve the right to refuse service to anyone that is visibly intoxicated. Event participants may not serve themselves or others alcoholic beverages. The third party vendor must utilize trained bartenders for all events that are held in licensed facilities and /or that require a one-day license. All bartenders must be certified by programs such as T.I.P.S., Servsafe, or other alcohol server programs. RSOs must submit documentation to the Student Activities Center from the third party vendor verifying that their staff has been certified through one of those programs. This documentation must be submitted at least two weeks prior to the event. The bartender and the university staff member/advisor on site reserves the right to refuse service to anyone that is visibly intoxicated and/or under the influence of illegal substances. The sponsoring organization must ensure that the serving of alcoholic beverages ceases at least one hour before the scheduled end of the event.

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

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 patrol events and assist with making sure no one under the age of 21 is consuming alcoholic beverages; monitors also make sure non-alcoholic beverages and food are readily available, and assist in obtaining a safe ride home for intoxicated individuals. The sponsoring organization is strongly encouraged to provide a means of transportation to and from the event for those individuals who are intoxicated.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid driver’s license or other photo ID issued by a governmental agency stating that 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. These Security officials can be from the Office of Public Safety, LMPD or an agency approved by the Director of Student Activities or their designee. The sponsoring RSO is responsible for payment of all Security officers. There should be one security officer for every 100 persons in attendance. The advisor of the RSO and an officer or event chair is to meet with the security agency for the event at least 30 minutes prior to the event to outline specific security needs and expectations of the event. Security must remain at the event until all parties have been dispersed. The event chair of the sponsoring RSO must report any incidents which occur at the event 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. If your event will have a cash bar on university property, did you contact the Student Activities Center to request assistance with securing a Louisville Metro Special Events Liquor License?
5. Has documentation been submitted to the SAC verifying that the third party vendor is certified through T.I.P.S., Servsafe or another reputable alcohol server program?
6. How will the organization/group officers maintain control over the function? Has security been acquired?
7. What alternative beverages and food are to be provided? Who is responsible for this?
8. Do you have a means of transportation available to and from the event to assist intoxicated individuals?

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

Bellarmine University Tailgating Policy

The Bellarmine University tailgating guidelines promote safety, enhance positive 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.
• All participants must abide by state and city laws and ordinances.
• Tailgates should start no earlier than 3 hours before the game, and should cease prior to game time. Extending events will be made on a case-by-case basis. Postgame tailgating is prohibited.
• Alcohol is restricted to beverages less than or equal to 15% ABV and is limited in quantity to a 6-pack of 12oz individual servings of beer or a 750ml bottle of wine.
• Prohibited items include but are not limited to generators and house furniture.
• Common sources of alcohol (i.e. kegs, punch, tubs of free beer, etc), hard liquor and high proof spirits, and glass containers are also prohibited.
• Participants will consume beverages using opaque cups.
• Participants must transport beverages to the tailgate area via bag or a cooler.
• Drinking games are prohibited (beer pong, flip cup, etc.)
• No open flames. Charcoal/gas grills can be used according to their manufacturer’s guidelines.
• Tents (10 x 10 or smaller) are allowed, but tent stakes are not allowed.
• Amplified music must follow city ordinances.
• Alumni/parents/non-students are welcome to participate in tailgating activities. Students are responsible for their guests’ behavior.
• 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 in to any university facility including athletic venues.
• No unauthorized sales activities are allowed on campus.
• Attendees wishing to receive a 21-and-over identifier must present a government issued ID upon entering the tailgate area to security personnel.
• Tailgating must occur only in designated tailgating area(s) on campus. These areas will be reserved in advance of the event in conjunction with the Student Activities Center. Questions concerning reservations should be directed to 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 Dean of Students. Additionally the misuse/abuse of legal substances may also be considered a violation of student conduct if deemed to be a significant risk to the well-being of the individual or others. Such conduct may entail probation, educational sanctions, BASICS, 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.

Possession of Marijuana

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

Criteria for Classification of a Schedule 1 Narcotic

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

Criteria for Classification of a Schedule 2 Narcotic

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

Drug Conviction & Financial Aid

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

Possession of Drug Paraphernalia

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

TOBACCO USE POLICY

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

SOLICITATION

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

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

TECHNOLOGY POLICY

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

1. Bellarmine provided computers and other electronic media are the sole property of Bellarmine University and are to be used for the primary purpose of benefiting, enhancing and furthering the mission of the University.
2. By using University-supplied technology, services, and support, individuals and other entities agree to abide by all applicable policies and procedures adopted by the University, and/or with current state and federal laws, including, but not limited to, those relating to trademarks, service marks and copyright, defamation and discrimination.
3. University policies that address academic dishonesty, including theft, plagiarism, disruptive conduct and misuse of materials and property, must guide your computing activities, just as they guide your activities in the classroom, residence hall, or elsewhere on campus.
4. Access to computing resources is a privilege, not a right. The University reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
5. All policies apply to all users of Bellarmine computing resources regardless of how those services are provided or where they are hosted, i.e. locally or cloud-based.
6. Email usage:
   a. Email transmissions are considered non-confidential communications and may be subject to disclosure through legal proceedings or otherwise through various laws that may be held to apply to such transmissions.
   b. Email should only be used to communicate to individuals and/or small groups.
   c. Sending electronic system-wide messages (mass mailings) is prohibited without explicit permission from the Chief Information Officer.
   d. Sending or forwarding chain mail (which most often asks the recipient to copy and send the message to others) is prohibited.
   e. Email storage will be limited for each user and everyone is expected to ensure there is adequate space in their inbox to receive new email from faculty and staff.
   f. Users must never “REPLY ALL” when working with distribution lists.
7. Email Termination:
   a. Students will be able to retain their @bellarmine.edu email account for a period of time as long as they continue to actively make use of it after they complete their graduation requirements from Bellarmine. This benefit is contingent on proper adherence to all University technology policies governing email usage, failure to login to make use of the account for an extended period of time or failure to follow said policies will result in a forfeiture of this privilege.
   b. If a student is suspended, their email account will also be suspended and unless readmitted to the University, the account will be deleted.
   c. Email accounts will be terminated for students who voluntarily withdraw from Bellarmine prior to graduation. Account deletion will occur no sooner than 30 days following the date of withdraw.
d. Exceptions will be granted for legitimate reasons, such as approved absences, and in those cases the email account will remain active.

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

9. Distribution of unsolicited advertising in any electronic format is prohibited.

10. Transmission of slanderous and/or harassing materials in any electronic format is prohibited.

11. Creation and/or propagation of computer viruses, malware, and/or worms is prohibited.

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

13. The University respects individual privacy and freedom, but will take necessary measures to protect systems and individuals; therefore, under certain circumstances a System Administrator may be authorized to access your computer files.

14. All software on Bellarmine University systems is licensed by Bellarmine University, and as such, may not be copied for personal use, transferred to non-Bellarmine University equipment or modified in any manner.

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

16. Be responsible for all use of accounts and for protecting each account’s password. Do not share computer accounts and passwords.

17. Users must report unauthorized use of your accounts to your instructor, supervisor, the Information Technology department or other appropriate University authority.

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

Bellarmine collects data from you through your interactions with our systems, services, and networks. The data collected depends on the context of your interactions. We use these data to manage the educational process, provide support, communicate and interact, improve our services, and ultimately provide a personalized and rich experience.

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.

CONDUCT CODE AND PROCESS

COMMUNITY STANDARDS & OBLIGATIONS

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

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

The community conduct process is based on the concepts of fundamental fairness and reasonableness. This community is composed of all students, faculty, and staff members. When a member of the Bellarmine University community believes that the Community Standards and Obligations have been violated, the member may file 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 Vice President for Student Affairs or a designee who has the responsibility for administering the Code of Conduct and all proceedings related to inappropriate student behavior, both on and off the University property. Non-students may be charged for violations of University policies. Recognized Student Organizations (RSOs) may be held responsible for the actions of individual members according to the standards set forth in the RSO Handbook. 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 the University policy, the guest and host student are held responsible. Non-students having no affiliation with the University and who have violated University regulations shall be referred to the Dean of Students and may be referred to the relevant civil and/or criminal authorities for appropriate action. The University may, at any time, ban individuals from the Bellarmine campus. Records concerning student conduct are maintained in the office of the Dean of Students and in the Residence Life Office.

In establishing a responsible community, it is imperative that students, faculty, and staff assist in the enforcement of University regulations. Bellarmine University community members are accountable to both civil authorities and to the University for acts that constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. At any point, students have the right to contact law enforcement.

**CODE OF CONDUCT**

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.bellarmine.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, hate speech, bullying, cyber-bullying, and verbal threats.
3. Intentionally or recklessly interfering with University functions, University sponsored activities, or any activity on University premises.
4. Violation of federal, state, or local laws and ordinances. 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, or a breach of peace. 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, 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. Any form of sexual misconduct, which includes, but is not limited to: sexual harassment, stalking, intimate partner or dating violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or retaliation. Violations involving sexual discrimination and/or sexual misconduct may be heard separately from other code violations occurring at the same time. See the Sexual Discrimination and Misconduct Policy immediately following the section on Disciplinary Sanctions.

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

All student conduct regulations, procedures, and sanctions established by the University shall be administered by the Dean of Students, a designee, or a panel (502.272.8150). Any
member of the University community may file a report under the Code of Conduct. A report should be submitted in writing to the Dean of Students, Office of Public Safety, or Residence Life Office as soon as possible, but within two (2) weeks of the alleged misconduct. The Dean of Students has 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 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 Conduct violation, and thus alleged to be involved in an inappropriate behavior, will be afforded the following to assure fundamental fairness in the student conduct process:

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

   The hearing officer may extend the scheduling of hearings based on good cause (i.e., illness or reasonable delays). The hearing officer may consult with the complainant or the respondent prior to the hearing to review the charges and the student conduct procedures. The Dean of Students, Vice President for Student Affairs, or a designee has the authority to immediately suspend, pending the hearing, any student from the residence halls and/or the University. Students with disabilities who require accommodations for classroom activities may also qualify for accommodations during student conduct hearings. The student must notify the Dean of Students’ Office two (2) business days in advance of the hearing if they qualify for accommodations so that information can be confirmed and arrangements can be made through the director of Disability Services in the Student Success Center.

2. File Access/Review - the student has the right to review official documents in their student conduct file, whether they be the reporting party or the respondent. Official documents consist of materials that would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974. Personal notes of University staff members are not included. The student must make an appointment with the Dean of Students and/or 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.

3. 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.

4. Hearing - to have an opportunity to respond to the information, to present information, and to include relevant witnesses, during a fair and impartial hearing. The hearing shall be a private, internal review process that is informal, but thorough. Criminal law concepts do not apply to the student conduct process. Neither federal nor any state’s rules of evidence apply in student conduct proceedings. The standard of proof will be the preponderance of the evidence; which means that the information presented, as a whole, shows that the occurrence of the alleged behavior was more probable than not. 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. 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 hearing officials (panel members, recorder, and chief student conduct officer), the accused student, the accuser, advisers, and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing. The only party authorized to record the hearing is the Dean of Students Office. If the accused student fails either to appear or to provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student. The information in support of the charges will be presented and considered, and the case will be heard in a fair manner. Both the 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 designee.

5. Witnesses - to be able to have witnesses speak or present material relevant to the case. It is the responsibility of the student charged and/or the student bringing charges to notify the witnesses of the hearing and to provide a list of the witnesses to the 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.

6. Adviser - to have a Bellarmine University faculty member, staff member or student attend the hearing in the role of an adviser, but who is not permitted to speak in the hearing. The adviser cannot be one who is involved in the case or is related to any person charged. The person charged and the person making the charges may have 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 office twenty-four (24) hours prior to the hearing regarding the name of their adviser.

7. Written Decision - to have written notification of the findings of the hearing and the sanction(s), if applicable, within three business days of the hearing. In instances of sexual misconduct, the University will disclose the results of any student conduct proceeding concurrently to the complainant and respondent. In instances of crimes of violence, the University will disclose the results of student conduct proceedings upon receiving written request from the complainant in the Dean of Students Office. If the victim is deceased as a result of the crime or offense, Bellarmine will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

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

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

   Appeals of residence hall suspension or dismissal will be heard by the VPSA or a designee. Appeals of University suspension or dismissal will be heard by the Committee on Student Appeals. This committee is composed of one (1) faculty member and two (2) administrators appointed by the VPSA. The Appeals Committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original hearing, including, but not limited to previous hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision in the matter.

   The VPSA will notify the appellant of the decision within three working days of receipt of the recommendation from the Appeals Committee. In case of any crime of violence or sexual misconduct, both the complainant and the respondent will receive written notification of the outcome of the appeal. Students involved in an appeals process may be allowed to attend classes; participate in University activities, and use University facilities, unless their presence constitutes a clear and present danger to the University community or until the verdict is determined.

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

CONDUCT SANCTIONS

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

1. Warning - a notice that the student has violated University policy and is warned that further misconduct may result in
more severe disciplinary action.

2. **On Notice** - if a student has violated a policy that warrants a more serious sanction than a Warning, but does not justify being placed on Probation, or if a student has already received two or more Warnings, the student may be placed "On Notice." Any further infractions would result in being placed on Probation or could justify suspension or dismissal from the University or residence hall without first being placed on Probation, depending on the incident.

3. **Probation** - a student may be issued a sanction of Probation for a relatively serious first offense or as the result of an accumulation of previous violations and sanctions. Probation may be either University Probation or Residence Hall Probation. Probation is for a designated period of time and includes the probability of more severe student conduct sanctions if the student is found to be in violation of any University policies during the probationary period. Residence Hall Probation means that further violation of residence hall policy will result in suspension or dismissal from the residence halls. University Probation means that further violations of University policy will result in suspension or dismissal from the University.

4. **Parent/Legal Guardian Notification** - in accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, amended in 1998, the University has a right to notify parents/legal guardians if a student under the age of 21 has violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.

5. **Campus Involvement Restrictions/Good Standing Status** - a student found in violation of University or Residence Hall policy with 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 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** - permanent separation of the student from the residence halls.

14. **Held in Abeyance** - the student is already on University or Residence Hall Probation and is informed that the decision to suspend or dismiss him/her is being suspended. This is rarely used and is a very serious sanction, as any further violation would result in suspension or dismissal.

15. **University Suspension** - separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. A fourth alcohol-related offense may result in University Suspension.

16. **University Expulsion/Dismissal** - permanent separation of the student from the University.

17. **Campus Ban** - Student is not to be on any campus property. This ban includes the residence halls, academic buildings, athletic facilities, and school grounds. If student is seen on campus property, the appropriate authorities will be contacted and student may be arrested for trespassing.
GRIEVANCES

TITLE IX AND GENDER-RELATED GRIEVANCES
For the full policies and guidelines related to Title IX and gender-related grievances, please see p. 80 of The Student Handbook.

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): ability, age, faith tradition, gender, gender identity, race, sexual orientation, or national or ethnic origin. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy.

Bias Response Team
The Bias Response Team (BRT) is made up of staff who are available to support and guide students seeking assistance in determining how to handle an alleged bias incident. Members of the BRT also assist the University in documenting and reporting incidents that occur on campus. Bias incident data will be used to develop community educational and outreach programs. A bias incident involves actions committed against or directed toward a person or property that are motivated, in whole or in part, by a bias against race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law and that interfere with educational opportunities or disrupts the learning environment. Bias incidents addressed by the BRT include any actions that are motivated by bias, even if they do not include the elements required to prove a hate crime* or a violation of University policy. *Hate Crimes – Are crimes in the state of Kentucky (KRS 164.948(3)) in which the victim was intentionally selected because of an actual or perceived prejudice. The BRT assists students in determining whether a violation of law or University policy may have occurred and may refer students to additional resources as well as providing incident reports to the Dean of Students Office for alleged code of conduct violations.

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

DISABILITY SERVICE GRIEVANCE POLICY
Introduction
Bellarmine 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 steps 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 procedures when possible. The Director of Disability Services and the Dean of Students are available to provide advisory and mediation services to students.
Formal Resolution Procedures

a. Students alleging disability discrimination must contact the Director of Disability Services (or the Dean of Students if the Disability Services 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 ADA coordinator 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 7 business days of its issuance. The appeal must be made in writing to the ADA coordinator or designee, and must include the basis for the appeal.

f. The ADA coordinator or their designee will issue a decision after receiving the appeal. The appeal decision is final. The student and all other parties will be advised of the outcome of the appeal to the fullest extent allowed by state and federal law.

g. 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.

STUDENT NON-ACADEMIC GRIEVANCE POLICY

Introduction

Bellarmine University students who believe they have been treated unfairly by other students, University employees, or other 3rd parties with respect to non-academic matters or are convinced they have been discriminated against in any matter on the basis of race, color, disability, religion, age, national origin, gender identity, gender or sexual orientation, may initiate and pursue the grievance procedure in accordance with the provisions of this document. Please see the Sexual Discrimination & Misconduct Policy (p. 28) 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.

1. 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.

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

3. Committee Action
   Upon receipt of the written statement of a non-academic grievance and the accompanying statement of response from the individual member named in the grievance, the Non-Academic Grievance Committee shall:
   a. Determine prior to considering the grievance whether discussions between the student, persons directly involved, department supervisor/director, and the Dean of Students have been exhausted in attempting to resolve the grievance informally.
   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.

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

a. The hearing shall be closed to everyone except the hearing officials (Committee members, recorder, and chief hearing officer), the grievant(s), respondent(s), supporter(s) and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing.

b. The hearing shall be a private, internal review process that is informal but thorough.

c. The grievant(s) and respondent(s) must be present during the information gathering portion of the hearing. If the respondent chooses to not attend, the committee will meet in 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.

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

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

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

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

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

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

Best wishes for an exciting, successful academic year!

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

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

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

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

RESIDENTIAL LIVING POLICY
The Residential Living and Meal Plan Policy of Bellarmine University states that all full-time students with 89 or less credit hours must live in the residence halls or with a local parent/guardian (within a 50 mile radius of the university). Those students 22 years of age or older are exempted from the policy. Those students who do not abide by this policy may be subject to a contract buy-out fee equal to half of the room rate for Fall and Spring semesters. This fee will be assessed each semester that they are in violation of the Residential Living Policy. This policy is established on the belief that residential living provides students with the educational and social foundation necessary for continued personal and academic growth. All residential students are required to have a meal plan during each contract year. Bellarmine provides a meal plan program that offers the student tremendous flexibility and convenience. The meal plan options described in the Food Service section of the Student Handbook allows you to select a meal plan that best meets your needs. Students may change their meal plan selection during the first ten business days of each semester. Meal plan exception applications must be submitted prior to the beginning of the semester for consideration. Please visit Residence Life if you have questions.

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

1. Connection – Contribute to a community that fosters connection to one another and to the University.
2. Academics – Contribute to a community that is conducive to academic pursuits and encourages all members to meet their academic goals.
3. Diversity – Contribute to an open community that encourages exploration of individual values and identity, and promotes treating others with respect and dignity, valuing diversity in all aspects.
4. Civility – Contribute to an orderly and clean community, maintaining one’s personal space and consideration for fel-
These principles inform the work of Residence Life staff and encapsulate the areas in which residents should grow and develop by living in the residence halls. Living on campus provides unique opportunities for students to develop friendships, engage with faculty and staff, and experience the numerous campus activities and resources available to them. Academics are a fundamental priority of the student experience. Furthermore, during their entire time at Bellarmine, students are exploring, shaping, and refining their unique identity. Our community is shaped by the diverse backgrounds and experiences of each individual member; therefore, learning to understand, respect, and appreciate this diversity enhances overall learning and development. A shared living environment offers several opportunities to teach residents about personal responsibility, how their decisions impact other people, and the obligation they have as a member of a community. Finally, Residence Life promotes a safe living-learning environment and concern for holistic well-being. This approach incorporates the mental, physical, emotional, and spiritual health needs of students.

**RESIDENCE HALL ASSOCIATION (RHA)**

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

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

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

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

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

**RECREATIONAL GAMES & OTHER ITEMS**

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

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

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

**SAFETY TIPS**

Personal safety often requires no more skill than common sense. The following are some common sense steps that a residential student can take toward personal safety. Your safety is very important to us. Do not take your personal safety lightly and remember to use your common sense in all situations.
• Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to them.
• When walking around campus in the evenings, or at times when there are few people on campus, travel in pairs or utilize the Campus Escort Service by contacting Security at 502.272.7777. Be sure to use well-lit paths and sidewalks.
• Never allow anyone into the residence halls who is not a resident. All guests are to use the courtesy phones located outside of the lobby areas and may not enter the building without a Resident Host.
• Keep your residence hall room locked at all times and do not give your keys to anyone.
• Take photos or engrave your valuables with your name so that they are easily identified if stolen.
• The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter’s insurance for emergencies.
• Do not prop open any doors or windows to buildings. Also, be sure to report any broken latches, missing screens, or other facility concerns immediately to Residence Life.
• When using the Internet, do not make arrangements to have people you meet online visit you or for you to visit them. If you choose to meet, do so in a public place and inform someone of the meeting. If you receive threatening or inappropriate emails save them and report them immediately to Residence Life and Security.
• Report any strangers on campus or in the residence halls who you feel are suspicious to Security and the Residence Life Office.
• Report any crimes or violence immediately to Residence Life and Security.
• If you are staying in the residence halls during a break period (before/after/during a semester) be sure to register with the Residence Life Office and seek permission to be in the halls.
• Don’t over extend the usage of your electrical outlets in your residence hall room.
• When cooking be sure to stay in the area of the food preparation to attend to any concerns that might arise.
• Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.
• Know your emergency exits from the residence hall and vacate the hall each time you hear the fire alarm, unless instructed by the Residence Life Office to do otherwise.
• Talk to your roommate or suitemates about guests and other topics. The Residence Life Office encourages the use of the Roommate/Suitemate Agreement.
• Inform family or friends if you have plans to be out of town for an extended time so that they do not needlessly worry.
• Carry your student I.D. or another form of photo I.D. with you at all times.
• If a medical emergency arises contact your Resident Assistant or Security. University staff members cannot transport you, but they can assist with making phone calls to family members or for medical assistance.
• Not only is alcohol and drug use against Residence Life policy, it can place your health in danger. If you ever suspect that you, or a friend, are at risk of being ill as a result of drug or alcohol use, don’t worry about “getting in trouble”, contact Residence Life and Security immediately for assistance. See Medical Amnesty Policy.
• Be knowledgeable of residence hall and university policies and procedures and adhere to them. Attending residence hall meetings will increase your awareness of these procedures and any changes that are forthcoming.
• Park in designated parking areas with your parking pass in the aforementioned location to avoid tickets or damage to your vehicle. Also, keep your car locked and secured at all times. Don’t leave keys or valuables in your car; if necessary, store them in the trunk or take them to your room.
• Report any threatening or harassing behavior to Residence Life and Security. Report any vandalism or theft to Security immediately.
• Introduce yourself to your Resident Assistant and seek them or the Residence Life Office for information or concerns.

RESIDENCE HALL AMENITIES & SERVICES

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

Cable TV
Basic cable service is offered to all residents, who are asked to provide their own cable cords.
Computer Labs
The computer labs, located in the halls, are equipped with Internet, email, and library information resources. The labs are equipped with computers and laser printers, plus lap-top access. All residence hall rooms have either wired or wireless access to internet, email, and library information resources.

Disability Services/Accommodations
Bellarmine University is committed to achieving equal educational opportunities and full participation for persons with disabilities. It is the University’s policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any University program or activity. A student must be registered with the Director of Disabilities Services and the Director must recommend any accommodations for housing.

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

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

The Residence Life Office can track packages that come to our office from the University mailroom; however, we cannot track any mail (envelopes, cards, etc) from 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/department stores, CD clubs, magazine/newspaper subscriptions, etc.) to inform them of the new address. The U.S. Postal Service Mail Forwarding kits cannot be used to forward student mail because the resident’s address is the same as the entire University’s address.

Roommate Agreement
The Roommate Agreement is a tool to help you and your roommate(s) to get to know each other and to establish specific guidelines/expectations for your room, its use, and your belongings. It is important to complete the Agreement in detail to avoid possible conflicts that might arise during the year. The Roommate Agreement should be returned to your RA. Your RA will keep the Agreement on file and 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.

Sacred Space
See Campus Ministry (p. 12).

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

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

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

Kitchen Facilities
All halls have full kitchens with a refrigerator, stove, sink, and eating area. Halls also have common areas with microwaves, ice machines and vending. Petrik Hall has a kitchenette in every suite with a full-size refrigerator, stove, and microwave.
Each student is responsible for providing their own cooking and eating utensils. Knives are allowed in the residence halls as long as they are used for and designed for cooking purposes (i.e., a paring knife). ALL other blades are a violation of the Student Code of Conduct and Weapons policy.

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

**Laundry Facilities**

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

**Loan Keys**

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

**Missing Student Policy**

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

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

**Safety and Security**

Safety and security is a responsibility shared by the entire University community, including every student. Residential students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny entrance to any building or room by unauthorized individuals. Residents should immediately notify the Residence Life staff in the building and the Office of Public Safety of any suspicious person or other emergencies in a building.

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

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

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

**Study Rooms**

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

**Telephone Services**

Residents who need (no cellular phone access, emergency medical service, etc.) local land line phone service may request installation of the service by submitting an application to the Department of Housing and Residence Life. Activation will be based on the individual application submitted and will be at no cost to the student. Students with room activation are responsible for providing their own telephones. Cordless telephones 2.4 ghz or larger cannot be used in the residence halls due to potential interference with the wireless network.
So that adequate phone service will be available for personal or emergency use, students will have access to “public phones” in residence hall lobbies and the Resident Assistant and Academic Peer Mentor staff members will be provided with a land line phone in their rooms.

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

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

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

RESIDENCE HALL PROCEDURES

Check-In and Check-Out
A student moving into the residence halls is responsible for completing a Room Condition Report (RCR) with the Resident Assistant. We define a room as an enclosed space with a lock and a door. Common or suite lounges are not considered rooms. This report is kept on file and used for assessing damages when a student changes rooms or exits the halls. Residents must also complete the RCR upon checking in or out of the halls. All furniture must remain in the room and be returned to its original arrangement, damages should be reported, the room cleaned, keys returned and the check-out process completed prior to the student vacating the room. Failure to complete the check-in or check-out process properly will result in fees 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 first three weeks of each semester. The Residence Hall Contract states that the University reserves the right to require a student to share a room with a roommate. The Consolidation Process is as follows:

1. All residents who do not have a roommate will be contacted by the Residence Life Office and notified of the Consolidation Process in writing.
2. Residents without roommates will be given the following options:
   a. Be consolidated with another resident on their current floor.
   b. Choose a roommate and complete the Room Change Process.
   c. Take their current room as a single (at the private room rate).
3. All moves will be completed by the end of the fourth week of each semester.
4. In general, a resident who is the last single person on 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 roommates after the third week of each semester may remain in their room. They must reside on only one half of the room and the room must be prepared to accept a new roommate at any time.

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

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

Room Assignment
The established guidelines for obtaining housing are published by the Residence Life Office in the spring semester. It is the student’s responsibility to obtain the necessary forms and follow all instructions carefully. Room assignment is contingent
upon the receipt 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 Assignment for Students with Disabilities**

On-campus residence hall accommodations are available for students with disabilities. Adaptive housing space is limited and spaces are assigned on a first-come, first-served basis when the completed application and deposits are received. It is the responsibility of the student to register with the Office of Student Disability Services. In addition, the student should inform the Residence Life Office if special accommodations are needed. The Residence Life Office will respond to requests for appropriate and reasonable housing accommodations in a timely manner.

If a student or the student’s parents or advocate believe that the University’s policy or the student’s housing assignment does not reasonably accommodate the student’s disability or endangers the student’s safety or health, they may file an appeal. The appeal must be in writing and filed with the Associate Dean of Residence Life within 15 days of the assignment. If the student is not satisfied with the response of the Residence Life senior staff member, the student may request a review by the Appeals Committee within seven calendar days after receipt of the decision by the Residence Life officer. The Appeals Committee shall be comprised of the Director of Disability Services (Chair), the Director of Public Safety, the Director of Health Services, and the Assistant Director of Facilities Management. The Associate Dean of Students and Residence Life will forward the appeal. The Appeals Committee shall consult with the Office of Student Disability Services. In addition, the student should inform the Residence Life Office if special accommodations are needed. The appeals process is subject to further review. Specially adapted rooms for ADA students are located in Petrik, Anniversary, Siena Terzo, and Siena Quarto halls.

**Room Changes**

Room changes may occur during the designated room change period after two weeks of classes. After first discussing the matter with the roommate(s), a student wishing to change rooms should notify their Residence Life 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 for the benefit of all parties involved. All roommates must go through the roommate mediation process with their Resident Assistant or Residence Life Coordinator before a decision will be made about a room change.

Any student who changes rooms without prior approval from the Associate Dean of Residence Life or their designee will be subject to disciplinary action and must move back to the original room. A roommate responsible for creating a conflict, as a result of inconsiderate behavior or harassment, will be subject to disciplinary action and a possible mandatory room change. If a mandatory room change results in the offender having a private room, 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. Students found responsible for the vandalism or tampering will be charged for the costs of repairs, parts, and labor of the equipment in addition to potential conduct fines.

**COMMUNITY STANDARDS**

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

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

**Alcohol**

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 consumptions 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 dryer, personal computer and VCR/DVD. Small coffee pots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, 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
Bicycles are not permitted to be kept in lounges or hallways, and should not block building exits, stairways, or hallways. It is recommended that bicycles be kept locked in the outdoor bicycle rack provided and the bicycle’s serial number be included on your registry of personal items. We ask that all residential students register their bikes with their Residence Life Coordinator within the first 10 days of each semester. The University assumes no responsibility for bicycles that are stolen, lost, or damaged while on University property. Bicycles that are in unauthorized areas will be removed. If a lock must be cut to remove the bicycle, the student assumes responsibility for its replacement.

Building Safety
Any attempt to compromise the University security systems, access an unauthorized area, replicate University keys, and/or any behavior that is perceived to be a wide spread threat to the safety of others is prohibited. Other safety and security restrictions include but are not limited to tampering with entry/exit doors locking systems, accessing attics and roofs and/or posting campus threats. Residents are not allowed to throw objects into or out of windows or off balconies. Not only does this act increase the litter around the buildings, it also causes undue danger to residents and people passing by. Windows and balconies are not to be used for drying purposes, as entrances to rooms, or for coolers.

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

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

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

Drugs
Refer to the Policy on Alcohol and Illicit Drugs, pp. 96-104.

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. Guests, including residents from other halls, can contact their host to request admittance to the residence hall. The guest must wait to be admitted to the residence hall by 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 are not allowed in the residence halls for any purpose. If a student sees a fire, they should report it to 911 immediately.

Harassment/Offensive Behavior
All students and University employees are to be treated with respect. Abusive language, including but not limited to profanity, threats, racist or degrading language, remarks, “jokes,” unwanted physical contact, or inappropriate sexual language, gestures, or activity are considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be considered violations of both Residence Hall and University policies. Also refer to the Sexual Discrimination & Misconduct policy in the Student Handbook, p. 36.

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

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

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

Offensive Materials/Displays
The Residence Life staff members encourage all residents to be sensitive to our diverse population and to visitors to the halls. Offensive materials externally posted or that can be viewed from outside the room (e.g., through a door or window) are not permitted. University officials will deem appropriateness of materials and take necessary action. Inappropriate items may not be displayed on the outside of bedroom doors and Residence Life staff members may request items be removed. *Please see the official University Posting Policy, p. 66, for details.

Overnight Guests & Host Responsibility
Residents of Kennedy, Newman, Siena Primo, and Siena Secondo may have an overnight guest of the same gender, for two nights within a seven-day period, if they obtain an Overnight Pass from the hall staff at least twenty-four hours in advance. Roommates should confer about overnight visitors and agree that an overnight guest is not an imposition. Refer to the section on Roommate Agreements. Residents of Anniversary, Petrik, Siena Terzo, and Siena Quarto do not have an overnight guest restriction.

Overnight guests should not cohabitate with a resident at any time. Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there. Cohabitation includes but is not limited to:
- Accessing the room or apartment while the assigned occupants are not present
- Utilizing a key to enter a room or apartment to which one is not assigned
- Keeping clothing or other personal belongings in the residence hall room or apartment
- Sleeping overnight in the room/apartment on a regular basis
- Using the bathroom and shower facilities as if one lives in the room/apartment

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

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

Pets
Residents may have certain types of fish (tropical fish/goldfish), aquatic frogs that can survive under water in their residence hall rooms. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than 2 tanks per residence hall room. Tanks should be maintained and cleaned routinely for the health of the animals. Animals should be taken home during holidays and breaks for their safety.

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

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

Sunday - Thursday ........................... 11:00 p.m. - 11:00 a.m.
Friday - Saturday ............................... 1:00 a.m. - 11:00 a.m.

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

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

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

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

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

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

**Solicitation**
No solicitors, sales people or agents, whether students or not, are permitted to personally contact students in the residence halls for commercial purposes except when contracted by the University or Department of Housing and Residence Life. Students are not permitted to go door-to-door for promotional reasons unless approved by the Associate Dean of Students and Director of Housing and Residence Life and/or 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.

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

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

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

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

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

Visitation
The daily visitation hours are 11:00 a.m. to 2:00 a.m. in Kennedy, Newman, Siena Primo, and Siena Secondo residence halls for non-residents. During these hours, visitors of the opposite sex may be in the residence halls. Visitors of the same sex are allowed anytime, provided they have been admitted to the hall by the resident host.

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

All visitors are expected to abide by Residence Life policies and must be accompanied by their resident host while in the halls. Anniversary, Siena Terzo, Siena Quarto and Petrik Halls have 24-hour all-gender-inclusive visitation.

Facilities
The Facilities Management staff has made, and continues to make, renovations. The following guidelines have been established to reduce necessary and costly repairs. Each student is responsible for the care and cleaning of 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 will result in a damage charge and possible disciplinary action.

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

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

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

Billing for damage assessments will occur monthly or as needed. These assessments are charged against the 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. All Holiday decorations should be removed 48 hours after the Holiday (i.e., Halloween, Easter, Thanksgiving, etc.). To reduce the damage to the doors, memo boards have been provided on room doors. The use of double-sided tape is not permitted and nails are never to be used in concrete. Posters and other wall hangings must be hung from the tack strips provided on room doors. Wallpaper borders and other fixed decorations are not permitted. Please be careful when removing decorations.

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

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

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

**Inspections**
The Residence Life Office may inspect rooms and suites to protect all residents from safety, health, and fire hazards. Inspections also identify preventive maintenance needs. When possible, you will be notified prior to these inspections. A walk through of all residence hall rooms is conducted during all hall closings.

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

**Maintenance**
Residents are encouraged to complete a Maintenance Request Form online as soon as a maintenance need arises. The Maintenance staff person completes Request Forms between 7:30 a.m. and 3:30 p.m., and in order of receipt and urgency. 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.

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

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

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

**WHAT TO DO IN CASE OF FIRE**
1. If you discover or suspect a fire – Sound the alarm, call 911 then call the Office of Public Safety (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. A description of each extinguisher’s operating instructions is located on the nameplate of the extinguisher. There are two types of extinguishers as described on the label: large silver type A (water), for only trash/paper fires; and small, red type ABC (dry chemical), for grease, electrical, and chemical fires.
When a fire extinguisher is discharged, even partially, do not hang it up again. Report it immediately to the Residence Life Office. It will be recharged and replaced.

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

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

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

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

GENERAL STEPS FOR EVACUATION
1. Get down low and crawl if there is smoke - If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.
2. Feel doors before opening - Before opening any doors, feel the metal knob; if it is HOT, do not open the door. If it is cool, brace yourself against the door, open slightly, and if heat or heavy smoke are present, do not enter. Immediately close the door.
3. Go to the nearest exit or stairway - If the nearest exit is blocked by fire, heat or smoke, go to another exit. Do not use elevators. All building elevators are dysfunctional during a fire alarm. Close as many doors as possible as you leave, this helps to confine the fire.
4. Keep doors closed if trapped - If you are trapped in a room, place towels or clothing, preferably wet under the door to keep smoke out.
5. Signal for help - 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 (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 guests to the proper exits and to ensure their compliance. Exit procedures will be checked by Public Safety, firefighters, and Residence Life staff.

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

EVACUATION OF PERSONS WITH DISABILITIES

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

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

Please refer to the Disability Services section on p. 18 of the Student Handbook for complete evacuation procedures for persons with disabilities.

SEVERE WEATHER

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

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

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

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

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

STUDENT CONDUCT PROCESS

(See Code of Conduct section p. 37)
Residence Life Office is located in Petrik Hall. 502.272.7272.
## CAMPUS SECURITY ACT & CRIME STATISTICS 2016 - 2018

The Annual Security and Fire Safety Report for Bellarmine University is prepared as part of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990. This 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 the convictions.

<table>
<thead>
<tr>
<th>CATEGORY</th>
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<th>2018</th>
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** This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.
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** This “On Campus” category includes all on-campus incidents, including those listed in the category “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.
<table>
<thead>
<tr>
<th>CATEGORY</th>
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** This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.
## FIRES ON-CAMPUS STUDENT HOUSING FACILITIES

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<td>Deaths</td>
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</tbody>
</table>

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

**Disclosure of the existence of fire suppression system in on campus housing:**

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

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

Key To Hate Crimes Notations By Type of Bias or Prejudice:
Race = ra  Sexual Orientation = s
Gender = g  Ethnicity = e
Religion = re  Disability = d
Gender Identity = gi

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

THE MICHAEL MINGER 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, student judicial affairs, 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 discipline, student housing, student judicial affairs and student life. Designated university officials are: President, Vice President for Business Affairs, Vice President for Academic and Student Life, Dean of Students, Assistant Vice President for Student Affairs, Assistant Dean

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, dorm room, apartment or house door that you do not know.** Your personal safety is of the upmost 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.** A simple precaution to protect your personal items.

3. **Be careful with your keys.** Do not loan your keys (room or car) out to anyone. If you lose your dorm 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 and Yellow 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 does 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).

**Anonymous Reporting**

Those within the Bellarmine community may voluntarily and anonymously report crimes to the Office of Public Safety at www.bellarmine.edu/security/report. If a student, faculty or staff member is aware of behaviors and/or conditions that may be harmful to other student; they should also contact the Dean of Students 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.