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## RESIDENCE LIFE MISSION STATEMENT

**The Department of Residence Life promotes a learning environment where students feel welcome, comfortable, safe, and at home. Dedicated to the development of a caring community, Residence Life guides students in making healthy and responsible life choices.**

**Residence Life embraces and accepts each student as an individual, recognizing that their uniqueness enriches our community. Residence Life assists students in resolving conflicts in a peaceful, direct, and caring manner.**

**Through educational programs, social activities, and interactions, Residence Life aids students in the process of becoming well-rounded and responsible leaders.**



# CARDINAL STRITCH

## U N I V E R S I T Y

**Welcome to Life on Campus!**

**Welcome to a caring living and learning community. Residence Life is your home away from home. Take time to get to know your neighbors and learn something new about them and yourself. Get involved, whether it is attending a wing activity, an all hall program, or assisting with the Residence Hall Association, helping your wing, or join any of the many student organizations on campus. Doing any or all of the above is a great way to make memories and friends for a lifetime. Enjoy your stay!**

# RESIDENCE LIFE STAFF

## PROFESSIONAL STAFF

The overall management of Clare Hall, Assisi Hall, and the Coventry Apartment Program is the responsibility of two full-time professionals. The professional staff members are the official representatives of the University to the department. They are trained in student development, programming, guidance, and counseling. The Resident Assistants are trained by and report directly to the Directors. **Offices are located in Clare Hall and Assisi Hall.**

Clare Hall Director	Breana Butt	CH138	Office Phone	4252
Assisi Hall Director	Matt Weiss	AH113C	Office Phone	4251

## RESIDENT ASSISTANTS

Each floor of Assisi is considered a wing and each floor of Clare Hall is divided into three wings and each wing has a Resident Assistant (RA). Resident Assistants are students who have been selected on the basis of skills, interests, and abilities that enable them to best assist and advise students.

The RA's have many responsibilities including:

- develop programming to meet the needs and interests of their residents
  - serve as a resource person for questions
    - get to know each member of the wing
      - help maintain an environment conducive to learning
        - report maintenance problems and condition of hall
          - assist students in personal problem solving
            - enforce University policies and procedures

### 2012-2013 CLARE HALL RESIDENT ASSISTANTS:

<u>Wing Location</u>	<u>Name</u>	<u>Room Number</u>	<u>Phone #</u>
One East	Christopher Fellingner	Room 131 E	4507
One Center	Izetta Voss	Room 114 C	4508
Two East	Parker Tortorello	Room 217 E	4511
Two West	Kylee Spillane	Room 275 W	4513
Three East	Karly Johannsen	Room 311 E	4514
Three Center	Amy Jorgenson	Room 314 C	4510
Three West	Katie Michel	Room 377W	4506

### 2011-2012 ASSISI HALL RESIDENT ASSISTANTS:

<u>Wing Location</u>	<u>Name</u>	<u>Room Number</u>	<u>Phone #</u>
Assisi Garden	Sarah Pechstein	Room 008A	4208
One Assisi	Elliott Van Dyke	Room 110	4214
Two Assisi	Rachel Borkowski	Room 213	4218

## **COMMUNITY ASSISTANTS**

Community Assistants (CA) are students who live on new student floors in Clare Hall and One Assisi and Two Assisi in Assisi Hall. They assist the Resident Assistant with activities and developing a sense of community among roommates, wings/floors, Residence Hall and the University. They are trained during RA training and have similar RA responsibilities. They also serve as alternate Resident Assistants in the event of a vacancy.

### **2012-2013 CLARE HALL COMMUNITY ASSISTANTS:**

<u>Wing Location</u>	<u>Name</u>	<u>Room Number</u>	<u>Phone #</u>
Three East	Holli Eckelstafer	Room 343 E	4216

### **2012-2013 ASSISI HALL COMMUNITY ASSISTANTS:**

<u>Wing Location</u>	<u>Name</u>	<u>Room Number</u>	<u>Phone #</u>
One Assisi	Brent Christianson	Room 116	4215
Two Assisi	Alexandria Schmidt	Room 214	4240

## **FRONT DESK STAFF**

Front Desk staff serves as initial representatives of The Department of Residence Life and Cardinal Stritch University. Front desk staff members are student workers who monitor Clare Desk and Assisi Desk. The front desk is maintained to enhance student safety, provide residents with information about the University, and equipment that can be checked out. A student is expected to show his/her University ID to check out equipment and check in visitors. You may call the front desk to speak with a front desk worker. The front desk is staffed 24 hours a day in both Assisi and Clare Halls and is open with full services during open visitation hours.

**Clare Desk Phone Number:** 414-410-4515  
**Assisi Desk Phone Number:** 414-410-4517

**Clare Desk Manager:** Carly Sorensen  
**Assisi Desk Manager:** Rachel Borkowski

## **GETTING INVOLVED IN YOUR COMMUNITY**

### **PROGRAMMING**

Residence Life offers a wide variety of activities that allow residents to become actively involved in the residential community. These programs are planned and implemented by the Residence Life staff, RHA, and the Student Success Center. Residents are encouraged to become actively involved in planning events and to participate in as many as possible. The leadership skills that you will gain can help you develop abilities and insights that may contribute significantly to the quality of your Stritch experience. Your participation is also a way to make new friends. Hundreds of programs are offered each year.

### **RHA: RESIDENCE HALL ASSOCIATION**

The Residence Hall Association (RHA) is made up of executive board members (who are elected each spring for the following academic year), wing representatives and all resident students. Two student representatives from each wing are required to attend biweekly RHA meetings to qualify for wing funding. The purpose of RHA is to give students an opportunity to express their feelings and concerns regarding Residence Life. The goal of RHA is to promote a positive spirit within the Residence Life Community and to work closely with the staff to ensure a positive living experience. The Association works to provide programs and leadership opportunities for residents. Meetings are held every other week. All students are welcome and encouraged to attend!

The following are a few of RHA accomplishments in the past:

- Stritch Olympics
- Glow-in-the-Dark Dodgeball
- Iron Chef
- Exam Treats
- Easter Egg Hunt
- Candy Cane Hunt
- Monthly Programs
- Family Weekend

Many residents helped in these activities. **HELP US MAKE IT HAPPEN AGAIN! BE ACTIVE IN RHA!**

### **STUDENT EMPLOYMENT**

Another excellent opportunity to become involved in the Residence Halls is to become a student employee. The Department of Residence Life employs over fifty students. They work at Clare Desk, Assisi Desk, The Den, as Break Staff, Summer Staff, RAs, and CAs. The Department of Residence Life hires year round workers for upcoming academic years each spring in conjunction with the Student Engagement Hiring process. Break staff employees are hired prior to Thanksgiving and for Winter and Spring Break.

# **RESIDENCE LIFE SERVICES**

## **EMAIL COMMUNICATION**

Cardinal Stritch University Residence Life can officially communicate with students via email. The use of email allows delivery of information in a convenient, timely, cost-effective, and environmentally sensitive manner. It is recommended that students frequently access their university-assigned e-mail account for official information from Residence Life Directors. If a student chooses to forward University email to another account, the student is responsible for all information, including attachments, sent to any other email account. Residence Life is not responsible for delivery problems to email accounts not affiliated with the University, including forwarded accounts. Residence Life will consider students duly informed and in receipt of correspondences sent to a student's university-assigned email account.

## **ACADEMICS**

As you have come to Cardinal Stritch University to obtain a degree it is imperative to be fully invested in your academic pursuits by attending and actively participating in classes including homework, papers, projects, and tests. If you find you need extra assistance in a class or classes to be successful, please contact the Academic Support Services at x4166. In addition, the Department of Residence Life receives the midterm warning list from the registrar and will meet with residents to follow up on classes that are causing difficulty and offer referral to Academic Support.

## **BICYCLE STORAGE**

Students are not allowed to keep bicycles in their rooms, lounges, wing storage rooms, bathrooms, hallways, etc. Bikes may be kept only in the storage room in Clare Hall located in the basement or outside of Clare or Assisi Halls in the bike racks. They are not to be ridden indoors and should be licensed with the Fox Point (Clare Hall) or Glendale (Assisi Hall) Police Departments. In addition, students must register their bikes with the Department of Residence Life (this can be done during move-in or by stopping by one of the front desks). Once a bike is registered a sticker will be issued for the bicycle. This sticker must be attached to the cross bar or slant bar that extends from the handle bars. A sturdy lock is necessary to insure the safety of your bike. The University will not assume any responsibility for damage or theft of bikes. During the winter months the bicycle racks are closed for the season. All bikes must be removed from the bike rack and either brought home or stored in the basement storage room of Clare Hall. A key for this room is available for check out at Clare Desk. At the end of the academic year, when you checkout of your residence hall room, your bike must leave campus as well. They may not be stored over the summer. Any bikes that are unregistered or left after the end of the academic year on the bike racks or in the bike storage room will have the locks cut off and will either be donated or sold.



## **FRONT DESK EQUIPMENT**

The following items are available for check out at Clare or Assisi Desk. A student ID is required for check-out. Failure to return equipment in a timely manner or returning broken equipment will result in a fine or replacement cost to the student.

Clare:

- Air pump/jumper cable
- Broom/ dust pan
- Irons
- Sporting equipment
- Sega/Nintendo systems and games
- Billiards
- Darts
- Keys
- Vacuums
- Board games
- Hand weights
- Ping Pong
- Workout videos
- Kitchen Equipment

Assisi:

- Air hockey
- Foosball
- Kitchen Equipment
- TV/DVD Remote
- Board games
- Frisbees
- Kites
- Vacuums
- Broom/dust pan
- Iron/Ironing Boards
- Ping Pong
- Darts

## **COOKING FACILITIES**

Students who wish to cook in the Residence Hall are required to use a designated kitchen facility, Clare Hall Kitchen in Clare Hall or the Kitchen Lounge in Assisi Hall. Coffee pots, hot pots, and hot air popcorn poppers may be used in individual rooms. These items should be used with care and not left unattended. These items must be in good condition and be UL approved.

**Residents using the cooking facilities are responsible for cleaning the areas and will be responsible for any damages.** All items left in the facilities are the responsibility of the owner and must be labeled. Residence Life is not responsible for loss, theft or damage to these items. Residents are required to be present at all times while appliances are on and to shut off all power sources when done.

Clare Hall Kitchen:

A key to access this facility may be checked out from Clare Desk. An exhaust fan above the Clare Hall Kitchen stove/oven must be used when operating this appliance. Splatter guards must be checked out for use when frying food. Failure to clean the kitchen according to posted standards will result in a loss of rights to use this facility by ALL residents until the resident(s) responsible for the mess cleans the area.

Assisi Kitchen Lounge:

The Assisi Kitchen Lounge is open 24 hours. An exhaust fan above the stove/oven must be used when operating this appliance. Splatter guards must be checked out for use when frying food. Failure to clean the kitchen according to posted standards will result in a loss of rights to use this facility by ALL residents until the resident(s) responsible for the mess cleans the area.

## **LAUNDRY**

Laundry facilities are in the basement of the West Wing of Clare Hall and off the Kitchen Lounge in Assisi Hall. The facilities consist of six washers and eight dryers in Clare Hall and three washers and four dryers in Assisi Hall. The machines accept quarters only; change can be made at each of the front desks. **Please keep the laundry room clean and tend to your laundry in a timely manner. Powder laundry detergent is not permitted as it disables the machines.** Any items left in the laundry rooms will be donated at the end of each semester. If a washer or dryer is not functioning properly please report the problem by using either of these two links:

<http://bit.ly/StritchLaundry>

<http://www.macgray.com/laundrylinx>

(Enter the password: *stritchwolves* then follow the instructions to report your concern.)

Cost for Laundry in Clare Hall: \$1.00 per load for the washer and \$.75 for the dryer

Cost for Laundry in Assisi Hall: \$1.00 per load for the washer and \$1.00 for the dryer

## **LOCK OUT**

If a student is locked out of their room, contact the RA or CA on duty listed at the front desk. A \$3.00 fee is charged for this service between the hours of 8am and midnight Sunday through Thursday and 8 am to 2 am Friday and Saturday. A \$5.00 fee is charged for this service between the hours of midnight and 8 am Sunday through Thursday, and 2 am till 8 am on Friday or Saturday. The fee should be paid to the RA or CA at the time of the service. If a resident does not have the amount in full, their name and amount will be recorded and given to a Director. Failure to pay the fee in a timely fashion will result in the fee being placed on the student's account.

## **MAINTENANCE REQUESTS**

If residents need something repaired in their room, they must fill out a work order with their RA/CA. Filling out this form gives maintenance permission to enter your room to make the repair as quickly as possible. The area-needing repair must be made accessible to workers. If you do not want maintenance to enter your room without your presence, make special arrangements with the maintenance department. Please inform your RA/CA after the work has been completed.

## **PARKING**

Resident vehicles parked on campus must be registered with the Stritch Copy Center. A vehicle must have a sticker affixed to the back of the rear view mirror. Clare Hall Residents may park in Lot 9, Lot 6 is Overflow. If Lot 6 is full, Lot 5 will be used as Overflow. Assisi Residents may park in Lot 6, Lot 5 is Overflow. Vehicles parked along the driveway are blocking the fire lane and will be ticketed by the Local Police Department. Vehicles illegally parked in Reserved and Handicapped Reserved parking spaces will be fined by Campus Security or ticketed by the Local Police Department. Students will be required to move their vehicles from any parking lot on campus for snow plowing, clean up, or for any other situation deemed necessary by the Security or Physical Plant Departments. Alternative parking lots will be designated at the time the students are asked to remove their vehicles. Tickets will be issued if directives are not followed.

### **STUDENT LOUNGES: CLARE HALL**

Several student lounges are available in Clare Hall. These lounges are designated for study, television, recreation, informal meetings, gatherings, and meeting areas. Many lounges are carpeted and furnished. Special care must be taken to keep student lounges in the best possible condition. It is the responsibility of residents to maintain the equipment in the lounges. **Any damages will be assessed to ALL residents. (See Common Area Damage Policy)** No overnight sleeping is allowed in lounges. Lounges are dedicated to the following:

- 1 West: Wellness Lounge—Activity Mat, Treadmills, Ellipticals, Step Machines, and Exercise Bikes
- 1 East: Game Lounge— TV, DVD, Foosball, Air Hockey, and Pool Table
- 2 Center: The Den—Pizza, Snacks, Drinks, TV, DVD and Pool table
- Zero Center : Clare Hall Kitchen—Stove, oven, sink, cupboards, and fridge.
- Serra Hall: Sam’s Place—Vending Machines & Study Lounge
- 3 Center: 3 Center Study—TV, Vending Machines, and Study Lounge
- Clare Lobby: Clare Lounge—Big Screen TV, Ping Pong, and meeting space
- 3 West Computer Lab—available 24 hours a day to Clare Hall residents only

### **STUDENT LOUNGES: ASSISI HALL**

Several student lounges are available in Assisi Hall. These lounges are designated for study, television, recreation, informal meetings, gatherings, and meeting areas. Many lounges are carpeted and furnished. Special care must be taken to keep student lounges in the best possible condition. It is the responsibility of residents to maintain the equipment in the lounges. **Any damages will be assessed to ALL residents. (See Common Area Damage Policy)** No overnight sleeping is allowed in lounges. Lounges are dedicated to the following:

- Assisi Garden: Wellness Lounge—Treadmills, Step Machines, Elliptical Runners, & Exercise Bike
- Assisi Garden: The Underground—Ping Pong, Foosball, Air Hockey, and Darts
- Assisi Garden: Computer Lab—available 24 hours a day to Assisi Hall residents only
- Assisi Garden: Small Conference Room—Small study and group work space
- Assisi Garden: Large Conference Room—Large study, group work, and meeting space
- One Assisi: Business Center—Small computer room located in the Assisi Lobby
- One Assisi: Kitchen Lounge—Stove, oven, sink, cupboards, microwave, and fridge
- Two Assisi: Study Room—Small study and group work space
- Two Assisi: Two Assisi Lounge—Chairs in the hallway for gathering or group work space

## **TELEPHONES**

On campus (house) telephones are located at the center of each wing. The house phones may be used by the students for on-campus calling. These house phones can be used to dial numbers in the 414, 262, and 920 area codes. These phones are not meant to be used for prolonged conversations. Incoming calls to the campus (410-4000) cannot be transferred to the campus phones in the Residence Hall.

### **CLARE HALL PHONES**

One East      Ext. 4291  
One Center    Ext. 4071  
One West      Ext. 4292

Two East      Ext. 4293  
Two Center    Ext. 4073  
Two West      Ext. 4294

Three East    Ext. 4297  
Three Center   Ext. 4074  
Three West    Ext. 4295

### **ASSISI HALL PHONES**

Assisi Garden Ext.4249  
One Assisi    Ext.4255  
Two Assisi    Ext.4453

## **TRASH ROOM (ASSISI HALL ONLY)**

A trash room is located on the garden level in Assisi Hall. This room is equipped with trash and recycling bins. Students are not to remove items from this room for personal use. To dispose of broken glass in the trash room, please seal the broken glass into a box, label as broken glass, and leave on the floor next to the trash bin. This ensures the safety of the cleaning staff. Residents are **NOT** to dispose of trash and/or recycling in the lobby, kitchen, or bathrooms.

## **UTILITY ROOMS (CLARE HALL ONLY)**

Utility rooms are located on each wing. They are equipped with sinks, ironing boards, microwaves, trash and recycling bins. All equipment found in these areas is considered community property and should be left where found. Students are asked not to use these rooms for projects. To dispose of broken glass in utility rooms please seal the broken glass into a box, label as broken glass and leave on the floor next to the trash bin. This ensures the safety of the cleaning staff.

## **VENDING MACHINES/MICROWAVES**

Vending machines are available in the Student Union, Sam's Place, 3 Center Lounge, and One Assisi. **The Director of Dining Services can refund money lost in the vending machines.** The Director's office is located inside of the kitchen in Serra Hall. Microwave ovens for student use are located in the utility rooms of each wing in Clare Hall and in the Kitchen Lounge in Assisi Hall.

# RESIDENT ROOMS

## CABLE TV ACCESS

There is one jack in each room and you must supply your own coaxial cable to connect from the jack to your television. Time-Warner Cable is available in the rooms and in the Lounges. A channel guide is available at [www.tvguide.com](http://www.tvguide.com). Damage to cable jacks will be charged to students.

## ELECTRICAL OUTLETS IN ROOMS

Residents should limit their use of electrical outlets to the number of plugs intended. Only extension cords with circuit breakers are permitted in student rooms. Damage to University property resulting from faulty equipment or improper or irresponsible use of equipment will be charged to students. All appliances should be UL approved (including additional lighting brought into the room). Halogen lamps, microwaves, dishwashers, toasters, toaster ovens, ovens, pizza ovens, window fans, and air conditioners are not permitted in residents' rooms. Any of these items will be confiscated and considered a policy violation subject to the conduct process.

Additionally, plugging in too many appliances or adapters to existing outlets poses a safety hazard. Residence Life reserves the right to inspect electrical outlet configurations. If Residence Life deems the setup unsafe, residents will be required to reconfigure their electrical setup and/or remove items from the hall.

## INTERNET AND ETHERNET ACCESS

There are Ethernet jacks in all residents' rooms. You must supply your own Ethernet cable for your computer. However, hubs for double rooms in Clare Hall as well as Ethernet cables are available from PC Support at minimal cost. All computers must have a virus protection program and have updated definition files. Any computer without a virus protection program may obtain a free copy from PC Support. Once connected you may access the Internet and e-mail from your room. **Problems with computers in residents' rooms should be directed to PC Support, extension 4600.** Wireless internet is also available in all lobby and lounge areas.

Residence Life understands that academic assignments and projects require every resident to have a reliable internet connection. We ask that students do not setup any additional wireless access points in the residence halls as this causes the University-provided network to malfunction and limits access for other residents.

## REFRIGERATORS

Refrigerators and Micro-Fridges are available for rent through Midwest States Leasing Company. Refrigerators rented through Midwest States Leasing Company meet the University's specified standards. Students who furnish their own refrigerators must meet the following criteria: the refrigerators may not exceed 4 cubic feet in size and 3 amps or 300 watts in power, must be UL (Underwriters Laboratory) approved and in good physical condition. All refrigerators must be located in open spaces, outside closets. During periods when the building is closed, all refrigerators/micro-fridges must be emptied, defrosted, cleaned, unplugged and left open.

## **ROOM FURNITURE: LOFTS**

Homemade loft systems are not permitted at Cardinal Stritch University since all rooms are provided with furniture that may be made into a loft. **University furniture may not be removed from the room.** Students must fill out a waiver agreement indicating whether they want a bedrail, ladder, both, or neither. Appropriate hardware must be used in the assembly of the loft furniture. Contact an RA/CA or the front desk for hardware. All beds must be placed on the floor at the end of the school year. **Loft your bed at your own risk.** Cardinal Stritch University is not responsible for injuries as a result of lofted furniture.

## **TRASH & RECYCLING**

All residents are expected to keep their living environment clean. Two bins are located in each resident room; one should be designated for recycling. Students are responsible for emptying these containers when they are full. In Clare Hall a utility room is located on each floor with marked bins. In Assisi Hall a trash collection room is located on the Garden Level. It is critical that recyclables are sorted appropriately. If a bin is contaminated with other trash the maintenance department can reject the pick-up of trash and fine the student(s) responsible. If maintenance is not able to determine who is not following the recycling guidelines, the entire wing will be charged.

Examples of items to be recycled are:

- Aluminum cans: soda, beer cans
- Glass, tins, #1 & #2 plastic: glass soda/juice bottles, milk jugs
- Mixed paper: cardboard, telephone books, paper, boxes (broken down), and notebooks

Items that are not recyclable go into the trash bin are:

- Toilet paper, Kleenex, napkins, foil, food, oil soiled pizza boxes, plastic bags, waxed paper, plastic containers with #3 and higher, plastic silverware, cups, Styrofoam

Items which can cause harm to maintenance workers handling the trash should be separated and disposed of properly:

- Broken glass, light bulbs, and sharp objects should be bagged separately, labeled accordingly, and placed in the utility room.
- Syringes should be disposed of in containers that can be obtained through Health Services.
- Please consult Residence Hall staff on large items to be thrown away.

## STUDENT SERVICES

### CAMPUS MINISTRY

One of the decided advantages of a Catholic education is the opportunity to know personally and to benefit from members of the ministry. The individuals involved in Campus Ministry at Stritch are available to minister to the spiritual welfare and concerns of all students. You are welcome to work with them on any number of projects from organizing Habitat for Humanity, to leading prayer, to playing drums at worship, or being in the choir.

Campus Ministers are happy to work with and connect students of other religions with opportunities in their own faith tradition. The Campus Ministers, working with students, organize volunteer opportunities; Catholic masses, prayer services, spiritual companioning, adoration, community building, explore questions of faith, take action for justice and peace, and retreats that help students integrate the academic, religious and social dimensions of their lives. The St. Francis of Assisi Chapel is located on the 2<sup>nd</sup> Floor of Bonaventure Hall, above the One Stop Desk area.

Mission and Identity Staff

Fr. James Gannon, OFM; Director of Mission and Identity/Campus Priest 4151

Jon Metz, Director of Campus Ministry 4722

### CENTER FOR COUNSELING AND MENTAL WELLNESS

Psychotherapy, supportive counseling and educational groups are available throughout the academic year Monday through Friday and in the evenings by arrangement, at no charge to students. The office is located in Bonaventure Hall, room 2113. Professional counselors offer confidential counseling through this office. Referrals to community agencies can also be arranged. Appointments are made by contacting the secretary at 410-4097.

### CUSTODIAL SERVICES

Housekeeping services are provided only for common areas such as community bathrooms, corridors, and lounges. The housekeepers in your building do a great deal to make it a more comfortable and pleasant place in which to live. Students are expected to clean up after themselves in all areas of the University including the kitchens. At times bathrooms will be closed off for scheduled cleaning. These hours will be posted on the bathroom doors. During this time please do not enter the bathroom and use another facility until the bathroom is done being cleaned. **Students responsible for any unnecessary and extreme messes in common areas may be sanctioned and/or fined.**

### DINING SERVICES

All residents must have a meal plan. **All food and beverage must be consumed in the dining hall. All dishes are to remain in the dining hall.** Any reported violation of these policies will result in fines and sanctions. Special permission for takeout may be granted by Food Service in Serra Hall. Resident students are allowed to eat as much as they wish with the only consideration being that one portion is taken at a time. **Backpacks are not allowed in Serra Dining Hall.** Mealtime provides an excellent opportunity to participate in a valuable social experience. Fresh, made-to-order food, pizza, grilled items, comfort foods, a rice bar, ethnic foods, salads, sandwiches, and decadent desserts provide a

pleasant variety of dining experiences through-out the semester. **Resident meal plans are not in effect for Winter or Spring Break periods.**

Serra Dining Hall will be open between 7AM and 7PM, Monday, through Friday, with breakfast from 7-11am, lunch from 11-4pm, and dinner from 4-7 PM. On Saturday, brunch will be served between 11:30 AM and 1 PM, and dinner between 5 and 6 PM.

Students may use their meal cards in the Student Union from 9am-8:30PM, Monday through Thursday, and on Friday between 9AM and 2PM. During a single meal period you may not use your meal card in both the Union and the Dining Hall.

Obtaining A Sick Tray: Students who, because of an illness or injury, are unable to go to the dining room may obtain a sick tray permit from the Front Desk. This allows another student or staff member to pick up the ill student's meal. A Residence Life Staff member must sign this form. Meal cards must be provided to receive a sick tray.



**MAIL SERVICES: CLARE HALL**

Each resident student is assigned a mailbox. Clare Hall residents' mailboxes are located in the Campus Center. Clare Hall residents obtain their mailbox number and key from the Mailroom after moving in to the hall. When leaving moving out of Clare Hall, resident's will provide a forwarding address for the Mailroom and return their mailbox key at the mailroom or Clare Desk.

The Mailroom handles campus mail, outgoing mail, packages, stamps and UPS. To facilitate the Mailroom in better serving you, please have correspondents address your mail as follows:

Your Name  
Clare Hall, Your Box Number  
6801 North Yates Road  
Milwaukee, WI 53217

**MAIL SERVICES: ASSISI HALL**

Each resident student is assigned a mailbox. Assisi Hall residents' mailboxes are located in the lobby of Assisi Hall. Assisi Hall residents obtain their mailbox number and combination from the Department of Residence Life after moving in to the hall. When moving out of Assisi Hall, residents will provide a forwarding address to the Department of Residence Life.

The Mailroom handles campus mail, outgoing mail, packages, stamps and UPS. To facilitate mail delivery, please have correspondents address your mail as follows:

Your Name  
Assisi Hall, Your Box Number  
Cardinal Stritch University  
6750 North Port Washington Road  
Glendale, WI 53217

## **STUDENT HEALTH CENTER**

The Student Health Center is available to students throughout the academic year during the posted hours Monday - Friday and by special appointment as needed. There is no charge to students that are covered under the student health insurance plan. The Student Health Center is located near Clare Lobby, Room 147.

The Student Health Center is staffed by an Advanced Nurse Practitioner and a Registered Nurse. All services provided are confidential under the HIPPA and FERPA regulations. Over the counter medications and small first aid supplies are available at Clare Desk and Assisi Desk and the Residence Life staff is available to dispense additional first aid supplies after hours and on weekends. **All residents are expected to report any serious illness or accidents occurring on campus to the Health Center.** In the event a student is hospitalized or has recovered from a serious contagious illness, he/she must submit a release form from the treating physician to the Director of the Student Health Center prior to being allowed to return to Residence Life Housing. The University reserves the right to call 911 in perceived emergency situations.

The Student Health Center holds students to the Missed Appointment Policy as stated below:

If a patient does not show up for scheduled appointment, is more than 10 minutes late for a scheduled appointment or does not cancel his/her appointment within a 12 hour minimum the student will be charged \$25, which will be billed through the University's Student Accounts. If the student is more than 10 minutes late, the appointment will be cancelled and the student will be given the opportunity to reschedule.

If an appointment needs to be cancelled the student must notify the Student Health Center a minimum of 12 hours prior to the appointment time. Cancellation and rescheduling messages can be left on the Student Health Center's voice mail. The appointment will be cancelled when the office opens.

This policy is in place to maximize the availability of our services, which in turn, allows students to be seen on a timely basis. A student who arrives late, does not show up for their appointment, or tries to cancel their appointment at the last minute, deprives other students from being seen which could ultimately affect their health.

This policy applies to all students, staff and faculty at Cardinal Stritch University.

### **Student Health Center Staff**

Appointment Scheduling	4097
Sallie Horrigan, B.S.N., Coordinator of Health Services	4096
Sally LaRosa, Nurse Practitioner	4854
Teri Kaul, Nurse Practitioner	4854

# SAFETY AND SECURITY

## CAMPUS SECURITY

Campus Security is available 24 hours a day. They may be contacted in the following manner: Call Ext. 4220 on a house or office phone, or 414-410-4220 from your personal phone.

## EVACUATION PROCEDURE

In the event of a building evacuation for safety or other concerns please do the following:

**CLARE HALL RESIDENTS:** Immediately leave the building and if exiting from the front of the building, proceed to the grass between lots 1 and 9. If exiting the back of Clare Hall, proceed to the walking path at the very north end of campus.

**ASSISI HALL RESIDENTS:** Immediately leave the building and proceed to the soccer field across the parking lot.

- In the event of inclement weather an alternative group gathering area will be announced.
- Once an evacuation notice has been given you will not be allowed to go in and out of the building. Anyone refusing to leave or not cooperating will be arrested and subject to fines and sanctions.
- After individuals are at the gathering area, announcements will be made to what the temporary housing accommodations will be, in addition as to the transportation provided to get there.
- For updates on the situation or the all clear to return to the building notice please call 410-4515 and listen to the recorded message.

## TORNADO & SEVERE WEATHER PROCEDURE

In the event of a tornado or severe weather warning:

Cardinal Stritch Security will notify Residence Life when a warning is in effect.

- An announcement will be made over the loudspeaker for all residents to move to the basement of Serra Hall for Clare Hall residents or the south side (lounges) of the Garden Level of Assisi Hall for Assisi Hall residents.
- All people present in the hall must go to the basement immediately.
- When in the basement, stay away from windows.
- Wait until Security notifies residents that they are able to return to their rooms.

Failure to follow tornado or severe weather procedures may result in sanctions.

## **FIRE SAFETY**

Firefighting equipment, fire alarms, smoke detectors and fire evacuation procedures are provided for the protection of students. Clare Hall does not have an automatic sprinkler system. Assisi Hall does have an automatic sprinkler system and residents that are found responsible for tampering with the sprinkler system will be charged \$1000.00 and will be subject to the conduct process. Residents should familiarize themselves with the type and location of the equipment, exits, and proper evacuation procedure for their wing/floor. To provide for the safety of residents in case of fire, periodic fire simulations are scheduled each semester. Students are required to evacuate the building immediately through the proper exits. Failure to do so may result in sanctions.

### **IN THE EVENT OF A FIRE ALARM**

1. Exit the building immediately.
2. Use the nearest stairwells to exit. **DO NOT USE ELEVATOR.**
3. Exit out the nearest emergency exit - 24 hour alarmed doors at each end of hall.
4. Walk to the grassy area just north of the road if you exited an alarmed door from the rear of Clare Hall.
5. Walk to parking lot 9 if you exit Clare lobby door.
6. Walk to the soccer field across the parking lot if you exit Assisi Hall.
7. Wait for signal from Maintenance/Security/Residence Life for return to hall or further direction

Residence Life staff, Maintenance, Security and local fire departments will do periodic safety checks.

The following are prohibited:

- Possession of candles and incense.
- Possession or use of firearms and ammunition.
- Possession or use of explosives of any type: including fireworks, gunpowder, combustible materials and dangerous chemicals.
- Possession of flammable liquids such as: gasoline, kerosene, paint thinner, lighter fluid
- Keeping fire doors open.
- Tampering with smoke detector in resident
- Obstruction of hallways and exits
- Tampering or playing with fire safety equipment.
- Tampering with sprinkler systems in resident rooms, hallways & lounges in Assisi Hall.
- Tampering with or activating a false fire alarm
- Live Christmas trees, wreaths, or holly.
- Cooking devices such as ovens, microwave ovens, hot plates, toasters/toaster ovens, pizza cookers/ovens, deep fryers, coil space heaters or electric burners. (These will be confiscated.)
- Halogen lamps

Violating the safety of others in the community is a serious infraction. Appropriate fines and/or sanctions will take place and they may include suspension or expulsion of the Residence Hall and/or University as well as possible criminal charges.

## **ID CARDS**

All students in traditional programs are expected to obtain a pictured Stritch identification card at the time of registration. This identification card should be carried by students at all times while on campus and at University sponsored events. Students may be asked to identify themselves as students by University staff, administration, or security. For those who lose their card, I.D. cards may be obtained from the Welcome Desk on the first floor of Bonaventure Hall. There is a replacement fee charged for lost cards; however, there is no charge for a change of information (change of name, status, etc.). Fraudulent information on this identification card will be considered a serious violation of University policy and the Student Conduct Code. In addition, Stritch identification cards remain the property of the University and must be returned upon termination of enrollment, or upon request of the University administration or Security personnel.

## **KEYS AND PROX FOBS**

- **Your Prox fob and room key(s) should be carried with you at all times! No exceptions!**
- **LOCK YOUR DOORS!** All residents are responsible for making sure their room door is locked whenever you leave your room.
- Excessive failure to have your key(s) and fob present, especially when entering the building (ringing the doorbell), will be subject to sanctions.
- Each resident receives a key(s) that will open their room, the west entrance to Roger Bacon hall, and a Prox fob that opens the front doors of Clare Hall and the door of the breezeway to Serra Hall and Sam's Place for Clare Hall Residents or the front door of Assisi Hall for Assisi Hall residents.
- **Building and Room keys are NOT TRANSFERABLE!** You should never give your keys to another person ever! Not a student, resident, guest or family member. Anyone caught with another resident's keys will be sanctioned and/or arrested.
- All Residence Hall keys and Prox fobs are the property of Cardinal Stritch University. They are not to be duplicated, except by the University.
- Mailbox keys for Clare Hall residents are obtained from the Mailroom. They should be returned to the Mailroom.

## **LOST KEYS & PROX FOBS**

We take the safety of our students very seriously. Students are responsible for the keys they are issued by Residence Life and the University Mailroom. In the event a student loses their keys, the loss needs to be reported to Security immediately. The student will receive a new key within 24 hours of the report. Students will have a grace period of 5 days before being charged a full replacement fee. Students who do not return all of their keys and prox fobs at the end of the semester can receive up to a \$350 fine.

<b>Fees Related to Lost Keys and Prox Fobs</b>	
Lost Room Key	\$50
Lost Mailroom Key (Clare Hall only)	\$25
Lost Room Key Found during 5-day grace period	\$15
Replacement Prox Fob due to loss or negligence	\$50
Replacement Prox Fob not due to negligence	\$10
Failure to Report Loss of Room Key in 24-hour period	Additional \$10
Failure to Report Loss of Prox Fob in 24-hour period	Additional \$10

## **ROOM ENTRY**

Residence Life staff members will not enter a resident's room without consent except:

- For routine maintenance, i.e. smoke alarm checks
- When there is evidence or reasonable information that an emergency exists.
- When there is evidence or reasonable information that a crime is being or has been committed.
- When there is evidence or reasonable information that a University policy is being or has been violated.
- For routine room inspections during school breaks.
- For health and welfare concerns from student, faculty/staff, or parents.

## **THE FOLLOWING GUIDELINES WILL BE FOLLOWED WHENEVER POSSIBLE FOR ROOM ENTRY:**

- Whenever possible, at least one resident of the room shall be present.
- Whenever a resident is not present and a staff member enters the room, the staff member will leave a note (*with the exception of routine room inspections during school breaks*) stating that the room has been entered, by whom, and for what purpose.
- The staff member must always knock on the door, identify him/herself and wait for a reply before entering the room by use of a master key. If no reply is made, a staff member may still enter the room.
- Only items that are specific objects of a search and/or violate policy will be removed from a student's room.
- When at all possible, the student will be notified in advance of any entry.

**University Maintenance, Security Department, and Law Enforcement Organizations do not have to follow these guidelines for room entry. Residence Life Staff may need to assist these Departments with room entries; in doing so the Residence Life room entry guidelines are not applicable, including notification of entry by whom and for what purpose.**

## **SAFETY OF RESIDENTS**

We take the safety of our students very seriously. The front doors of the Residence Halls are locked 24 hours a day. Campus Security will do safety rounds in the main entrances of the Residence Hall throughout the day and night. Resident Assistants do safety checks nightly. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple common sense precautions.

- Check all guests in/out of Residence Halls properly.
- Report anyone who appears suspicious to security immediately.
- Keep your room door locked even if you are away for only a few seconds.
- Report any missing items to Security immediately.
- Never prop building entrance, hallway entrance, and emergency exit doors open.
- While in class, library or lab, keep your personal belongings within view at all times.
- Keep your keys, fob, and University ID with you at all times, never lend them out. Report lost keys immediately.
- Call a staff member if you see a male entering or leaving a female restroom or a female entering or leaving a male restroom.
- Stay in well-lit areas of the campus.
- Attend any safety programs offered by the University.

## **SAFETY PRECAUTIONS**

Behavior, which jeopardizes the physical and emotional safety and wellbeing of students, is prohibited and will be sanctioned. This includes but is not limited to:

- Snowball throwing
- Water balloons and water guns
- Physical or emotional violence
- Climbing window ledges/bricks on the outside walls of Residence Halls.
- Climbing on the roof of any University building
- Physical or verbal harassment

## **SAFETY & SECURITY VIDEO CAMERA SYSTEM**

Residence Halls are equipped with video camera systems. These systems are in place to provide additional safety and security measures for our residents. Any tampering, vandalism, or destruction of the equipment will result in sanctions and a \$1000.00 fine.

## **THEFTS AND VALUABLES**

Cardinal Stritch University is not responsible for theft, damage, or loss of valuables, money or other personal property belonging to students.

Most Homeowner's policies do extend to cover Residence Hall rooms, or a personal property insurance policy. Check with parents and/or an insurance agent. Information about renter's insurance, to cover personal property in the Residence Halls, is available in the Campus Center Office. As a precaution against theft, doors should be locked whenever leaving the room. Residents are advised not to keep large sums of money or other valuables in their rooms. Report all thefts or suspicious persons in the hall immediately to a Residence Life Staff member, the Front Desk, or Security.

# **RESIDENCE LIFE PROCEDURES**

## **RIGHTS AND RESPONSIBILITIES OF A RESIDENT**

### **RIGHTS OF A RESIDENT:**

- The right to study, free from noise and distractions.
- The right to sleep during the night without disturbance from noise, guests, etc.
- The right of access to one's room and facilities at all times.
- The right to feel secure against physical and emotional harm and intimidation.
- The right to a clean living environment.
- The right to have one's belongings respected.
- The right to discuss grievances. (Residence Life staff is available to help settle conflicts.)
- The right to have guests with the expectation that guests are to respect the rights of roommates and other residents as well as follow all outlined guidelines and procedures.

### **RESPONSIBILITIES OF A RESIDENT:**

- To treat others with respect and consideration and to guarantee them individual rights.
- To understand and abide by the University and Residence Hall policies, rules and regulations.
- To be responsive to all reasonable requests by fellow students.
- To be responsive, cooperative and respectful in all dealings with Residence Life staff members.
- To lock Residence Hall rooms any time you leave the room.
- To carry room key(s), prox fob, and student ID at all times
- To accept responsibility for personal and community safety.
- To recognize that the public areas and their furnishings belong to everyone and abuse of those areas violates the rights of the community.
- To take responsibility for development of a positive community.
- To respectfully confront those who do not live up to the “Rights and Responsibilities of a Resident” standards.
- To keep the building, hallways, landings, stairwells, utility rooms, bathrooms (toilets and showers), and their own rooms in a clean and excellent condition.



## **ROOM & BOARD CONTRACT**

Cardinal Stritch University admits students of any race, age, color, religion, gender, handicap, sexual orientation and national or ethnic origin. The University adheres to the principle that all persons shall have equal opportunity and access to facilities in any place in the University. Under this principle, educational, cultural, social, housing, co-curricular and employment opportunities are available to all.

Any grievances involving discrimination within the Residence Hall should be brought to the attention of the Director of Student Experience. Any issues not resolved at that level may be directed toward the Senior Director of Student Success.

## **Terms and Conditions**

By Signing the Room and Board Contract, residents agree to:

- Vacate the premise 24 hours after a student's last exam or class of each semester
- To pay any damage and unnecessary service costs caused by you to University property due to your neglect or intent.
- To observe the Residence Hall rules and regulations as stated in the Residence Hall Handbook and University policies and procedures as stated in the Undergraduate Student Handbook.
- To vacate your room during those periods in which the Residence Halls and University are officially closed.
- To be present at mandatory wing meetings or incur sanctions.
- To carry a minimum of twelve credits during the fall and spring semesters. Failure to attend classes for more than two weeks during the fall and spring semesters, without a documented medical or personal situation, will be considered a violation of this requirement.
- To participate in the room consolidation process, as directed by the Department of Residence Life.

## **PRIOR TO MOVE IN RESIDENT STUDENTS MUST:**

- **COMPLETE ROOM AND BOARD CONTRACT**  
All information requested on room and board contract must be completed prior to move-in. This includes: emergency contact information, address, and parental/guardian names and telephone numbers.
- **COMPLETE A MISSING STUDENT NOTIFICATION FORM**  
All information requested on Missing Student Notification Form must be completed prior to move-in. This includes: emergency contact information, personal contact information, and birthday.
- **ROOM DEPOSIT**  
A \$50.00 room deposit is required at the Business Office. Each student, whether new or returning, must complete a Room and Board Contract with the deposit to insure a room reservation. This deposit will be credited to the students account.
- **HEALTH HISTORY FORM**  
Students are required to have a complete health history form on file in the health services office. Immunizations and records must be complete. All athletes, international students, nursing and education majors must have a physical exam portion on form completed prior to move-in.

### **CANCELLATION OF ROOM & BOARD CONTRACT**

To cancel a Room & Board Contract a resident must submit a written request for cancellation to a Residence Hall Director. If a cancellation request is received prior to the date specified in the general information letter issued by the business office for the upcoming fall semester the student will be refunded their \$50 Housing deposit. If a student cancels their Room & Board Contract after the date specified in the general information letter issued by the business office they will forfeit their Housing Deposit. Students wishing to cancel their Room and Board Contract mid-semester will receive a pro-rated refund of their meal plan.

### **FIRST YEAR RESIDENCY REQUIREMENT**

All first-time, full-time new students and transfer students who have been out of high school for less than one year are required to live on-campus in one of the residence halls for their first year of enrollment.

Students who are 21 years of age or older by August 1 of the enrolling year, who are married, have a dependent, are veterans, or live with their parent(s) or legal guardian(s) within 30 miles of campus are exempted from this policy. Students enrolled in one of Stritch's evening business and management programs, graduate degree programs, or online programs are also exempted from this policy.

### **CHECKOUT**

Residence Life will distribute information and procedures regarding checkouts in an email to residents, postings on bulletin boards, and through mandatory wing meetings at the end of every semester. It is the responsibility of the student to go to a wing meeting and to read these materials in order to properly checkout of the Residence Hall.

When a student moves out of the Residence Hall either at the end of the semester or during the term, an appointment for checkout must be made with an RA by the assigned date and time. At the time of check-out, the room must be completely emptied of your belongings, and the furniture must be de-lofted and arranged in a way that does not block any windows, closets, or doors. The room must also be cleaned; carpet vacuumed, all furniture wiped down and dusted, medicine cabinet and sink wiped clean. Failure to have this completed will delay your checkout departure time.

Once all of the aforementioned is complete the checkout section of the room condition report will be completed by you and a Residence Life staff member. The room key and Prox fob must be returned to the RA or CA doing the check-out immediately following the completion of the Room Condition Report. Mailbox keys issued to Clare Hall residents must be returned directly to the mailroom. Any student that is leaving the institution for any reason must turn in their student identification card before leaving.

**Students must be checked out 24 hours after their last final exam or by 10pm on Friday of Finals Week, whichever comes first.**

Failure to observe all checkout procedures will result in fines in addition to any damages found in the residence room. Not checking out properly will result in the student not being able to contest any

damages found in the resident's room. Students who withdraw from the University or are asked to leave due to disciplinary reasons must follow checkout procedures and leave within 48 hours of notice (or earlier if specified).

**FAILURE TO RETURN YOUR RESIDENCE HALL KEY(S), MAILBOX KEY, AND PROX  
FOB WILL RESULT IN A FINE OF UP TO \$350 FOR REPLACEMENT COSTS.**

## CHARGES

The following are a list of replacement charges for missing or damaged items/areas of your room.

ITEMS	REPLACEMENT CHARGE*
Bed frame/wood boards	\$325/\$100
Mattress	\$175
Carpeting/floor	\$25-\$500
Desk/desk light	\$350/\$100
Desk chair	\$200
Walls/nail holes (#)	\$5 per hole
Ceiling	\$15 per tile
Light Fixtures: Overhead	\$100
Closet	\$50
Windows/window handles	\$100/\$45
Screens	\$25
Blinds	\$150
Closet	\$25-\$145
Wardrobe	\$800
Bulletin Board	\$75
Bookshelves (2)	\$275 each
Built In Dresser	\$100
Three Drawer Dresser	\$400
Medicine Cabinet/light	\$150
Mirrors	\$135
Door: Plate	\$25 each
Condition Inside	Plate \$5
Condition Outside	Refinish \$75
Vent	Replace \$150
Stopper	\$10
Electrical Outlets	\$5 each
Wastebaskets (2)	\$15 each
Ethernet/Cable jacks	\$40 each
Radiator/heating system	\$100
Smoke detectors	\$25
Sprinkler system	\$500
<b>Carpeting/floor</b>	
	\$25-\$500
<b>Walls/nail holes (#)</b>	
	\$5 per hole
<b>Ceiling</b>	
	\$15 per tile
<b>Light Fixture Overhead</b>	
	\$100
<b>Bathroom/Sink Area (Clare Hall):</b>	
Sink	\$150
Ceramic tiles	\$25

Towel rack	\$25
Medicine cabinet/mirror	\$25/\$75
Door (Inside/Outside) ( <i>Suites Only</i> )	\$150
Shower/tub ( <i>Suites Only</i> )	\$500
Shower curtain ( <i>Suites Only</i> )	\$20
Toilet ( <i>Suites Only</i> )	\$150
Toilet paper dispenser ( <i>Suites Only</i> )	\$10
Walls/nails/holes ( <i>Suites Only</i> )	\$5 per hole
Floor ( <i>Suites Only</i> )	\$250
Ceiling ( <i>Suites Only</i> )	\$250-\$500

### **RESIDENCE HALL HANDBOOK**

All students are required to review the Residence Hall Handbook online and agree to follow the rules and regulations by signing the room and board contract. All residents are responsible for all of the information within the handbook at all times.

### **RESIDENCE HALL HOURS**

Residents are able to come and go without restriction 24 hours a day. They are not required to leave notices of their whereabouts; however, if a resident is leaving for an extended period of time, he/she is encouraged to inform their RA. Residents must present identification to the front desk worker if requested. **After midnight residents must present their Cardinal Stritch University ID to the Night Manager at the front desk.**

### **ROOMMATE AGREEMENTS**

All residents residing in a double, triple, quad, or five person room or suite, or suites sharing bathrooms (Clare Hall only) must have a current, completed roommate agreement on file.

### **ROOM CHANGE**

Roommate and wing mate conflicts can and do occur. During the first semester, room changes may be allowed for students experiencing conflicts with their roommates or wing members **only** after the following steps have been taken to resolve the issues. If no solution is reached after a good faith effort from all persons involved, a room change **may** be considered. Requests to change rooms due to race, religion, sexual orientation, or disability may not be approved. In order to confirm student occupancy, there will be a three week room freeze at the beginning of the fall and spring semesters when room changes will not be permitted. The process Residence Life Staff Members will engage in regarding room changes is outlined below.

**Open discussion** - The student must make every effort to work things out with their roommate. Students are encouraged to discuss potential problem areas and come to an agreement about how situations will be handled.

**Compromise** - When roommate conflicts occur students shall openly discuss the conflicts and potential solutions to the situation. If the conflicts continue, students should contact Residence Life Staff to assist with the exploration of conflict and possible solutions, such as compromise, mediation, or revised

roommate agreement.

**Effort to Resolve Issues** - A sincere effort must be made by all parties to resolve conflict issues.

**Mediation/Room Change Requests** - If a compromise cannot be worked out after two weeks of effort and the roommates appear incompatible, students will meet with a Director. A Director will mediate with all parties involved or initiate a room change.

1) Students requesting a room change must complete a Room Change Form. This form must be completed and signed by all people involved in the change, the RA on the floor(s) where changes may occur, and a Director of Residence Life.

2) Should the room change be granted, all people moving from their room must make an appointment with their RAs to complete room condition reports. Failure to do so may result in a \$25.00 fine in addition to any damages found in the individual's room.

**Room Change Fees:**

- 1) Students moving into a single room or suite will need to pay the prorated rate for that room.
- 2) Students remaining in a double, triple, quad, or five person room or suite will be required to go through the room consolidation process
- 3) Unauthorized room changes will result in a \$75.00 fine and the person will be required to move back to the original room.
- 4) Students not experiencing roommate conflicts may request room/wing changes at semester break.

**ROOM CONDITION REPORT**

All residents must complete and sign a room condition report at the time of move in and move out with their RA. Failure to do so will result in a fine. It is important to fill out the form thoroughly as the resident may be held responsible for any damage other than normal wear and tear not recorded in the check-in portion of the form. This responsibility of the room extends to any damage done by a guest or as a result of chances taken by leaving the room unlocked or unattended.

**ROOM CONSOLIDATION**

Room consolidation may occur if any open spaces are available within housing.

If at any point a non-single room has empty spaces, Residence Life may offer any these options for room consolidation:

- Residents must fill empty spaces in the room by bringing in a roommate or roommates
- Residents must move into another room to fill it to capacity
- Other options as determined by Residence Life

During this process, Residence Life will not facilitate room changes that result in new vacancies in other rooms and all changes must be approved before any moving begins.

Should a consolidation need to occur, all residents affected will be sent a letter by a Director. This letter will contain all of the important details and dates for the process including a final date when all room

switching must be completed by. Failure to comply with this process will result in sanctions. Consolidation needs and priorities are at the discretion of the Department of Residence Life.

**ROOM BUY OUT**

Another option which requires Department of Residence Life approval is for a resident to request to buy out a space for the room. This process allows a residents in a double, triple, quad, or suite to buy out the other space for the rest of the semester. A resident may only buy out one space, so for example two students in a quad could buy out the other two spaces in the quad, but one student in a quad could not buy out the rest of the room. The cost of the buy outs are listed below.

<b><u>Room Type</u></b>	<b><u>Building</u></b>	<b><u>Buyout Cost</u></b>
Double	Clare Hall	\$489.00
Double	Assisi Hall	\$554.00
Triple/Quad	Assisi Hall	\$465.00
Suite	Assisi Hall	\$580.00

## **ROOM SELECTION PROCESS**

The Room Selection Process is your chance to select the room you would like in Assisi or Clare Hall for the next academic year.

If you would like to participate in the **PRIORITY ROOM SELECTION PROCESS** follow these five steps:

- 1) Fill out a Room and Board Contract online at My Stritch and pay \$50 deposit on CASHNet by appropriate time.
- 2) Participate in the “Seniority Draws” outside of the cafeteria at Lunch and Dinner prior to the lottery. (Anyone not drawing will have a number drawn for them.)
- 3) Come to the Priority Room Selection Night
- 4) Choose your room for the next academic year.

If you would like to participate in **OPEN ROOM SELECTION PROCESS** follow these five steps:

- 1) Fill out a Room and Board Contract online at My Stritch and pay \$50 deposit on CASHNet by appropriate time.
- 2) Bring proof of completed Room and Board Contract and proof of \$50 deposit payment to the Open Room Selection to take place immediately following the Priority Room Selection
- 3) Choose your room for the next academic year.

If you intend on living in a non-single room, all roommates must be present on selection night, have a proxy, or have talked to a Director to make arrangements. When choosing a non-single room, students must fill the room to capacity. The lottery number of the roommates has no bearing on choosing of the room. Room selection will be based on a priority system outlined by Residence Life staff. Only the highest number on the priority list will need to be considered for the room selection.

**ALL ROOM SELECTIONS ARE FINAL. ONCE YOU HAVE SELECTED A ROOM YOU (AND YOUR ROOMMATES) ARE NOT ELIGIBLE TO PARTICIPATE FURTHER IN THE LOTTERY AND MUST LEAVE THE LOTTERY AREA.**

**IF YOU ARE UNABLE TO ATTEND ROOM SELECTION NIGHT**, contact a Director to make arrangements. If you miss the room selection night, current residents have a window of time to fill out on-line at My Stritch a Room and Board Contract and pay a room deposit of \$50 through CASHNet and then select a room in Assisi or Clare Hall. Any current resident that submits a Room and Board Contract after that window will be assigned using the new student process used by Residence Life.

## **VACATION PERIODS**

Residence Halls operate in accordance with the University Academic Calendar.

**LONG WEEKEND:** Residence Halls remain open at no extra charge, dining service is not provided.

**THANKSGIVING:** Residence Halls remain open at no extra charge, dining service is not provided.

**SEMESTER BREAK/ SPRING BREAKS:** Residence Halls close. Dining service is not provided.

Students wishing to remain on campus must apply for break lodging and pay additional charges.

Students leaving the Halls must turn in keys. A \$300 fine will be given for students who do not turn in keys. **Residents found in Residence Halls who do not have a break agreement or are not a signed in guest will be fined and arrested for trespassing.**



## **SUMMER HOUSING - ASSISI HALL SPECIFIC**

Summer housing is available on a very limited basis through an application process. There is a separate summer charge and there is no meal service over the summer. Students found responsible in conduct proceedings for the current academic year are not permitted to apply for summer housing. Anyone wishing to secure summer housing must fill out a Room and Board Contract and Summer Housing Application online. Next, all approved summer residents must pay a \$10.00 deposit and attend a mandatory meeting to cover summer regulations. These regulations include: moving from current room assignment to summer housing assignments to assigned summer housing and then back to fall assignment at the end of the summer, visitation ends at midnight seven days a week, and there is no storing of anything in the hallways. Residents will sign a summer regulations agreement form stating they are aware of and will abide by the policies. The summer policies are as follows:

- The Front Desks are staffed limited hours (usually 4 pm until 6 am daily)
- You may have to move to different rooms due to maintenance projects in the building.
- All summer residents must complete the move to their summer assignment by the date given at the mandatory summer resident meeting
- All summer residents must complete their move to their permanent fall assignment by the date given at the mandatory summer resident meeting. This deadline maybe adjusted based on circumstances out of department control and the department will try to provide advance notice if possible.
- All guests must be signed in at the Front Desk with both first and last names of both guests and residents.
- Keys or equipment are only available for checkout when the Front Desk is open
- Kitchen- All items must have a label on them with name, room #, and date placed in the refrigerator. Residents need to clean up after cooking and a small kitchen cleaning kit will be available. Windows must be open and fan on when cooking. If the kitchen is not kept clean, the stove will be shut off.
- Any guest violations of Residence Hall and University rules will result in an immediate ban from the Residence Hall.
- Overnight visitation is not permitted.
- Visitation ends at Midnight seven days a week.
- All University and Residence Hall rules and policies apply.
- Any violations of Residence Hall and University policies will result in immediate dismissal from the Residence Hall.
- Assisi Hall is a Substance Free Hall during the school year. The Alcohol policy during the Summer will be 21 year old residents are only allowed to drink in their room with the door shut and only and with no one under 21 present. No drinking is allowed in the common areas or with under age residents present. Upon first violation of the alcohol policy by an of age resident, the Substance Free Policy will go back into effect for the entire building and the resident violating the policy will be expelled from summer housing.
- Lockout charges for the summer are \$5.00 for each occurrence.
- Director coverage in the Residence Halls is minimal.
- Summer resident door decoration must be posted on your room door for the entire summer.
- Dining Service is not provided.
- Students should contact security in emergency situations (414-410-4220).

- Sleeping overnight in lounge areas is not permitted.
- If you order food for delivery you should provide them with a cell phone number and you must be waiting in the lobby before the delivery person arrives.
- Nothing may be stored or kept in the hallways.
- You must carry your keys and prox fob at all times.
- In order to keep the buildings secure, residents should not let anyone into the building who is not a resident or your personal guest(s).
- Summer break charges will be applied to student accounts before the end of May.

### **BREAK LODGING PROVISIONS**

Break Lodging is available on a limited basis during the winter and spring breaks. There is a separate lodging charge and there is no meal service over the break periods. Anyone wishing to secure break period housing must fill out a break lodging application and submit it to the Department of Residence Life by the deadline date given. Late break lodging agreements will not be accepted. Students on disciplinary probation are not permitted to stay. All break lodging students must attend a break lodging meeting to cover break regulations. Residents will sign a break regulations agreement form stating they are aware of and will abide by the outlined policies. Break policies are as follows:

- Front Desks are not staffed except for the Overnight Hours.
- Overnight visitation is not permitted.
- Visitation ends at midnight 7 days a week.
- Lockout charges over break are \$5.00 for each occurrence.
- Director coverage in Halls is limited.
- Break residents must carry their keys and prox fobs at all times.
- Any resident ordering delivery must wait in the lobby until the delivery person arrives.
- All University and Residence Hall rules and policies apply.
- Any violations of Residence Hall and University rules will result in immediate dismissal from the Residence Hall for the remainder of the break in addition to the usual sanctions for the infraction.
- Dining Service is not provided.
- Students should contact security in emergency situations (414-410-4220).
- Resident students found in Residence Halls without an agreement will be fined \$100 per day in addition to the entire break lodging fee.
- All break residents must attend a mandatory Break Lodging Information Session prior to the break.
- The following students are exempt from break charges ONLY IF they follow the provisions below:
  - In-season student athletes:
    - Must be in good standing on the roster.
    - Are only permitted to stay during designated times based on coaches submitted schedules.
    - Any student athlete on disciplinary probation is not permitted to stay for the break.
    - Any student athlete who does not turn in a break agreement by the deadline is not permitted to stay for the break.
    - Any student athlete who does not attend the Break Lodging Information

Session is not permitted to stay for the break.

- Theatre Students:
  - Must be in a current production with practices or performances occurring during the break.
  - Are only permitted to stay during the designated times based directors submitted schedules.
  - Any student on disciplinary probation is not permitted to stay for the break.
  - Any student who does not turn in a break agreement by the deadline is not permitted to stay for the break.
  - Any student who does not attend the Break Lodging Information Session is not permitted to stay for the break.
- Students Involved In Student Organization or Service Trip Work:
  - Student must submit notice of need to be on campus and advisor's contact information; Res Life will confirm details with advisor.
  - Are only permitted to stay during the designated times based on advisors submitted schedules.
  - Any student on disciplinary probation is not permitted to stay for the break.
  - Any student who does not turn in a break agreement by the deadline is not permitted to stay for the break.
  - Any student who does not attend the Break Lodging Information Session is not permitted to stay for the break.

# **POLICIES: RESIDENCE LIFE**

## **E-COMMUNICATION POLICY**

The Department of Residence Life does not routinely monitor online communities and e-communication. However, any behavior that violates Residence Life and/or University policies which is brought to the attention of the Department of Residence Life will be treated as any other violation and will be referred through the conduct process.

## **GUEST VISITATION POLICIES**

Residence Life classifies guest visitation in four ways:

- 1) Resident to Resident – Visitation involving students of one residence hall wanting to check-in to a hall of which they are not a resident.
- 2) Student to Resident – Visitation involving non-resident students of Cardinal Stritch University wanting to check-in to a hall.
- 3) Guest to Resident – Visitation involving any person who does not attend Cardinal Stritch University.
- 4) Overnight Guest to Resident – Visitation involving any non-resident who is staying overnight in the residence halls.

All guests are required to follow the policies of Cardinal Stritch University and the Residence Hall Handbook. In the event of infractions of policy, involved parties will be sanctioned accordingly. The resident will receive a letter instructing them to meet with an Administrative Hearing Officer. An Administrative Hearing Officer will handle any non-resident student's policy infractions as well. Residence Life reserves the right to refuse visitation to any guests.

Resident to Resident Visitation is open 24 hours a day, 7 days a week when classes are in session.

Student to Resident and Guest to Resident Visitation is open from:

**8:00 am - Midnight Sunday-Thursday**  
**8:00 am - 2:00 am Friday & Saturday.**

## **Resident to Resident Visitation Procedures**

Residents are allowed to check into either Residence Hall 24 hours a day, 7 days a week. When you check-in to the building you do not live in, you must leave your University ID with the Desk Worker that so that they can properly record your visit. Upon leaving your ID, you are free to enter the building. **Please note that all Residence Life policies apply, including Quiet Hours and the Cohabitation Policy.** This visitation policy applies to residents of Clare and Assisi Hall only. When leaving, it is the responsibility of the guest to check-out with the Desk Worker to receive their ID back.

## **Student to Resident Visitation Procedures**

Non-Resident Students are allowed to check into during approved hours. When you check-in to the building you must leave your University ID (other forms of identification will not be accepted) with the Desk Worker so that they can properly record your visit. Upon leaving your ID, you are free to enter

the building. **Please note that all Residence Life policies apply to guests.** When leaving, it is the responsibility of the guest to check-out with the Desk Worker to receive their ID back.

### Guest to Resident Visitation Procedures

Non-student guests of the residence halls must have their host meet them at the Front Desk to be checked-in. Both the host and guest must leave their IDs at the desk so the Desk Worker can properly record your visit. Non-student guests must be escorted by their student hosts at all times. Upon leaving the IDs, the guest and host are free to enter the building but must remain together. When leaving, the guest and host must check-out with the Desk Worker to receive their IDs back.

Non-student guests may be checked in by any resident for either building. Example: A resident of Clare Hall may check-in non-student guest to use the Assisi Underground. This check-in occurs in the exact same way as it would at the building the resident occupies.

### Overnight Visitation Procedures

All non-resident overnight guests of a hall must be registered at the Front Desk of that hall by the end of outside visitation each night. This means from Sunday to Thursday they must be registered by midnight, and on Friday and Saturday they must be registered by 2 AM. If the paperwork is not filled out by the end of checkout or arrangements for a late arrival have not been made in advance with Residence Life Staff the resident will have the following choices:

1. Check the guest in overnight with the understanding that, after this overnight visit, the resident will not be allowed to check in overnight guests for four weeks of in-session school, and that, after this overnight visit, the guest will not be able to check in as an overnight guest for four weeks of in-session school.
  2. Find the guest alternative arrangements for the night.
- Residents must submit a University ID and the guest submit a picture ID. IDs will remain at the Desk.
  - Overnight guests under the age of 18 must file a Parent/Guardian Approval Form at the Front Desk in advance of the expected stay. This form must be re-filled out for each academic year.
  - Overnight guests are required to check out of the hall by noon the following day.
  - Any guest remaining for more than 3 consecutive nights must receive permission from a Director.
  - Residence Life reserves the right to refuse visitation to any guests.
  - Overnight guests are further limited to a total of no more than 10 nights per semester in any hall or a combination of halls.
  - Overnight guests must be of the same gender as the resident checking them in. The only exception may be a younger aged sibling of a resident, which is at the discretion of a Director.
  - Overnight guests under the age of 18 must file a Parent/Guardian Approval Form at the Front Desk in advance of the expected stay. This form must be re-filled out for each academic year.

## **RESIDENT STUDENT VISITATION POLICY**

Visitation hours for student residents of a particular hall are established through the roommate agreement, provided that resident students are abiding by all Residence Life policies including the Cohabitation and Quiet Hours policies. Students should not loiter in hallways after quiet hours end. Residents of Clare Hall should not use the stairwells after midnight to assist in maintaining an appropriate amount of quiet. To go to the upper floors Clare Hall residents should use the elevator.

## **COHABITATION POLICY**

Cohabitation is not allowed in or between Residence Halls. Excessive and/or extended visitation is not allowed. This policy applies to all non-residents of a specific room. The University will take appropriate disciplinary action against students who violate the cohabitation policy.

While Residence Life does allow 24 hour resident to resident visitation to allow community building between halls, time to work on class projects, and allow for social interaction; 24 hour visitation should be used sparingly. The cohabitation policy allows the University to maintain required fire safety codes, allows residents to preserve their individual space, and encourages involvement in their floor community.

Examples of Cohabitation:

- Spending the night in someone else's room repeatedly.
- Repetitively being signed in overnight in another Residence Hall (even under 24 hour Resident to Resident Check In Hours).
- Spending half the night checked in at Clare Hall and the second half of the night in Assisi Hall when the same two people are involved.
- Continuously being checked out of the Hall during the early morning hours.

## **ROOM REGULATIONS**

All residents must reside in the room that is assigned to them. Wisconsin regulations prohibit double capacity in a single room.

## **FAILURE TO USE PROX FOB**

Residents are expected to have their Prox Fob with them as noted in the handbook. Residents who fail to use their Prox Fob are subject to the following sanctions. Please note that each sanction would be a separate charge:

<b># of times not used</b>	<b>Sanction</b>	<b># of times not used</b>	<b>Sanction</b>	<b># of times not used</b>	<b>Sanction</b>
<b>5</b>	<b>Warning Letter</b>	<b>10</b>	<b>\$10</b>	<b>20</b>	<b>\$20</b>
<b>7</b>	<b>\$5</b>	<b>15</b>	<b>\$15</b>	<b>25</b>	<b>\$25</b>

## **CONSIDERATION HOURS**

Consideration hours are 24 hours a day. Students who are bothered by noise of a resident or guest of a resident should first contact the person and ask them politely to quiet down. It is expected that the person making the noise will then be quieter and respectful of the request. If this is not the case, the

person should contact the RA/CA on duty to help resolve the issue. Sanctioning may take place. Excessive noise at any inappropriate time may result in disciplinary action.

### **QUIET HOURS**

As always, a concern for the rights and freedom of others should be the basic guideline. The period specifically designated as quiet hours is from 11 PM to 8 AM daily. During quiet hours, loud music, hall conversation, etc. are not appropriate. 24-hour consideration hours apply throughout the year on all wings.

### **CORRIDORS/LOBBY**

Residence Hall lobbies and corridors are designed as passageways and are not for storage of personal items. Due to North Shore Fire Codes, storage of any items in the hallways is prohibited. A notice will be attached to any items left in the corridors giving the owner an opportunity to remove the items. If the items are not removed within the timeframe given, the items will be removed / thrown away. Continual violation of this policy will result in sanctions and/or suspension from Residence Life housing.

### **SPORTS IN CORRIDORS/LOBBY**

Residence Hall lobbies and corridors are designed as passageways and are not to be used for athletic activity that may be potentially harmful to residents in the hallways or harmful to the condition of the building. Residence Life encourages students to utilize other spaces on campus more suitable for this type of activity.

### **MAINTAINING YOUR RESIDENCE HALL ROOM**

It is the students' responsibility to maintain cleanliness of individual rooms. Rooms must be kept in a state that the room door may be opened all the way into the room. The floor must be visible with the exception of where furniture is touching the floor or storage containers are utilized. Flooring is described as tile or carpet- (either University supplied or personally provided).

Permanent clothing piles are unacceptable, a health hazard, and violate the floor visibility requirement. Food and food packaging waste must be disposed of properly in the receptacles provided in the room. These receptacles must be emptied into the trash receptacles in the utility rooms in a frequent and timely manner.

In addition, the Residence Life staff or the North Shore Health Department may investigate any odors that develop from a room. Findings from the odor must be corrected immediately and may be subject to University or Health Department fines and sanctions. Any unnecessary messes or violations of the room maintenance policy may result in disciplinary action and fines.

### **STUDENT ROOM DECORATIONS**

Student decoration of rooms is allowed. Painting of the rooms is **not** allowed. Using nails or screws on walls is also prohibited. For fire safety reasons, students may not cover up the room number on the Residence Hall door and Resident Door Decs must remain posted. Doors and public viewing areas must be kept in good taste and not be a disturbance to other students. Residence Life staff may request that decorations which violate this standard be removed. **Residents under the age of 21, residents residing on alcohol free floors (2 Center, 3 Center, and 3 East), and all residents of Assisi Hall may not have any room decorations that consist of empty alcohol bottles, beer cans, wine/shot glass, or any other alcohol paraphernalia.**

### **WINDOW SCREENS AND WINDOWS**

Window screens and windows are not to be tampered with or removed under any circumstances. If this is done it will be considered a policy violation subject to the conduct process. Removal of caulk or opening emergency windows is also prohibited. There will be a minimum \$100.00 fine for window tampering in addition to the fee for repair or replacement of any University property. To have screens replaced or repaired that have fallen out or have been previously damaged, a work order must be filled out with an RA/CA.

### **COMMON AREA DAMAGE**

Residents will be responsible for their communities and their community members' actions. Any damages, vandalism, trash, mess, etc. that is discovered on a wing, the entire wing will be responsible for the financial obligations incurred, unless the responsible individual(s) come forward. Each wing will be assessed individually on incidents, while common areas of floors such as lounges and elevator landings will be the responsibility of all the floors on that level. Any incidents involving stairwells, Clare Hall elevator, front desks, lobbies, front doors, and some common lounges will be assessed to **ALL** residents of a residence hall.

### **RESIDENCE HALL PROPERTY**

Public or common area furniture is for the use of all residents and should not be removed from these areas. **Any furniture or items taken from a public area and placed in a resident's room will result in a minimum \$100.00 fine and possible additional sanctions.**

### **PETS**

For safety, health, and study reasons, **ONLY** pets that are capable of sustaining life underwater are allowed. The tank size is limited to a 20-gallon tank and there may only be one tank per room.

### **RESIDENCE HALL DRESS CODE**

Residents and their guests are expected to be completely clothed in all common spaces. Robes or clothing, not towels, must be worn when in transit to the common restrooms.

### **FALSE INFORMATION/IDENTIFICATION**

All residents and their guests must give correct and truthful information when utilizing desk services or cooperating with Residence Life Staff. As stated in the student conduct code, forgery, alteration, or misuse of campus documents, records, or identification; knowingly furnishing false information to the University or its representatives is not permitted. Violation of this is subject to disciplinary action by the University and/or referral to the police.

University policy and state law prohibits misrepresentation of age and falsification of identification cards. All altered or "fake" identification cards, (driver's license, school ID, etc.) will be confiscated by University representatives and may be subjected to police referral. Individuals who provide others with false identification are subject to disciplinary action by the University and/or referral to the police.

### **GAMBLING**

Wisconsin Statutes prohibit gambling in any form and students who violate this policy will subject themselves to disciplinary action.



### **SMOKE ALARMS**

To comply with the state fire regulations, the University provides each room with a smoke alarm. This alarm is not to be removed or tampered with. Any problems should be reported to your RA/CA. **TAMPERING WITH THE SMOKE ALARMS OR REMOVING THE BATTERY WILL RESULT IN A SANCTION.** Your RA/CA will check smoke alarms on a monthly basis. The RA/CA's have the right to enter your room for this purpose.

### **SMOKING**

Smoking in the Residence Halls is not permitted. Smoking is not allowed on campus except in personal vehicles. All tobacco products should be extinguished and placed in the appropriate receptacles in personal vehicles and not on the ground. The possession and/or use of hookahs and/or salvia divinorum is also prohibited on campus.

### **SOLICITATION (ON CAMPUS)**

The Department of Residence Life prohibits any form of solicitation in all Residence Halls. Students or their guests who violate this policy will subject themselves to sanctions.

### **PARKING LOT/ENTRYWAY DISTURBANCES**

Any loud noises or gatherings, or music that disturbs the building or neighborhood will result in Police notification. There will be sanctions for the disturbances in addition to any citations issued by the police.

## **POLICIES: UNIVERSITY**

### **CARDINAL STRITCH UNIVERSITY MISSING STUDENT POLICY**

In compliance with the Higher Education Opportunity Act, it is the policy of Cardinal Stritch University to actively investigate any report of a missing resident who is enrolled at Cardinal Stritch University and residing in Clare Hall, Assisi Hall, and in the Residence Life Coventry Apartment Program. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook as well as the Residence Life Handbook. Additionally Cardinal Stritch University reserves the right to actively investigate any reasonable report of a missing commuter student.

For purposes of this policy, a student may be considered to be a “*missing person*” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, on or before checking into his/her assigned room in Clare or Assisi Hall, or when the lease is signed for the Coventry Apartment Program, is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 and is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, Residence Life and the Department of Security should immediately be notified. Upon receiving notification, Residence Life, in conjunction with the Senior Director of Student Success and Department of Security, will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone number, if provided, will be the first contact. However additional efforts may include, but are not limited to, checking the resident’s room/apartment, class schedule, friends, prox fob history, on-line presence, and locating the resident’s vehicle. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.

If, upon investigation by Residence Life and Security and concurred by the Vice President of Student Development/Dean of Students, it is determined that the resident is missing for at least 24 hours, the following will occur. A University representative will contact the resident’s designated emergency contact and the appropriate police department and request a missing person report to initiate a police investigation. Stritch staff will assist the police in the investigation as needed. In most cases, the student’s custodial parent or guardian will also be notified.

Residents planning to be absent from Cardinal Stritch University for an extended period of time should be sure to notify friends and family with information about their whereabouts. Residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a resident is missing.

## **NON-DISCRIMINATION/HARASSMENT POLICY**

It is the policy of Cardinal Stritch University to foster a community free of discrimination and harassment. Students and employees are expected to conduct themselves in a respectful manner at all times. Incidents of discrimination and harassment will not be tolerated.

Harassment is defined as conduct that targets an individual or group to demean, humiliate, intimidate, or ridicule. Such conduct can have the intent or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Harassment includes, but is not limited to: written or verbal insults, jokes, slurs, innuendoes, messages, or images that are derogatory to members of a particular race, national origin, sexual orientation, or other group; destruction of personal property; spreading rumors with malicious intent; physical harassment; threats; nuisance phone calls; or stalking behaviors. Harassment also includes negative actions based upon a student's or employee's participation in activities identified with any group. In order to promote a non-discriminatory, inclusive environment, Cardinal Stritch University provides programs to educate its community in regard to respect for all its members.

Discrimination is defined as disparate treatment that unreasonably limits or denies access to, and benefits of, education, educational resources, co-curricular opportunities, housing, or employment on the basis of race, color, national origin, ancestry, religion, age, gender, marital status, medical condition, sexual orientation, or physical or mental disability.

There shall be no harassment of a student or employee that is prompted by interpersonal conflict, race, color, national origin, ancestry, religion, age, gender, marital status, medical condition, sexual orientation, physical or mental disability, or any other reason.

Incidents of harassment and discrimination should be promptly reported to a Residence Life staff member.

## **WELLNESS CHECK-INS**

The University reserves the right to institute mandatory wellness check-ins in the event of a serious, widespread health concern. In the case of resident students, this would usually require students to check in at the front desk of their Residence Hall daily. Failure to comply with this policy is a violation of the Student Code of Conduct.

## **DISRUPTIVE BEHAVIOR**

Cooperation and mutual respect are imperative in creating and maintaining an effective learning environment where all enrolled students can receive the maximum value of a higher education experience. It is vital that student and faculty actions in University settings or activities model behaviors that promote a positive learning environment. It is the responsibility of both the students and the faculty members to ensure that disruptive behaviors do not occur. Stating unpopular opinions relating directly to the topic under discussion is not disruptive behavior, provided it is done in a respectful manner. Examples of disruptive behavior include, but are not limited to the following: consistently speaking without being recognized; interrupting other speakers; distracting the class from the subject matter or discussion, which may include inappropriate cell phone use; harassing behavior or personal insults; failing to maintain civility in discussions; engaging in side conversations; using the computer for non-class related functions; bringing un-enrolled parties to class, except in the case that a guide is permitted due to a disability accommodation; or refusing to comply with the directions of the faculty member. These behavioral expectations as outlined above are applicable to other campus settings, e.g., Library, cafeteria, etc. Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act of 1973, they are expected to meet the same standards of conduct as any student. It is important that the faculty member establishes the standards for his or her classroom and enforces them for all students.

## **THREATENING BEHAVIOR**

Threatening behavior is defined as “any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct or gesture as a serious expression of intent to physically harm (U of Arizona).” Campus security (at main campus) will generally be called for threatening behavior; however, 911 should be called first if the threat of harm is imminent. Threatening behavior must be reported to Security, the Student Development office, and the dean of the college in which the threat occurred. An incident report must be completed within 24 hours and forwarded to the Campus Center Office, Security, the College Dean, and a copy retained by the filing employee. In a case in which the threat is made about, but not to, an individual, that individual will be notified as soon as possible by Security. Irrespective of law enforcement action, the Student Success Center will investigate complaints against students and will keep records of such complaints and investigations. The Senior Director of Student Success may require a mental health assessment at the student’s expense. Threatening incidents will be handled by the Student Success Center in a manner consistent with other violations of the Student Code of Conduct as outlined in the student handbook. The University reserves the right, in appropriate cases, to suspend the student temporarily, pending determination of a hearing. The threatened person, Security, and the dean of the college in which the threat occurred, will be notified of the disposition of the case. After a decision has been made, either the person who made the threat, or the threatened, may file an appeal with the Provost. The appeal must be made in writing with specific reasons stated as to why the individual believes an appeal to be in order. An appeal must be made within ten working days from the time the student is notified of the committee’s decision. The decision of the Provost will be final. If an appeal is filed, that appeal shall not result in a modification of the decision while an appeal is pending.

## **ALCOHOL AND OTHER DRUG POLICY**

### **PHILOSOPHY**

The University has established the following policy with regard to alcohol and other drugs (AOD) to ensure that it meets its obligation to students, employees, funding sources and the community. The goal of this policy is to balance our respect for students with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer compassion and aid for students suffering from alcohol and other drug problems, to protect the University community and to send a clear message that students are expected to obey the law and take personal responsibility for their conduct.

Therefore, Stritch is committed to maintaining campus-wide alcohol and other drug prevention and early intervention programs. The University expects its students, faculty and staff to share responsibility for campus-wide prevention and early intervention efforts through education, research and community outreach as well as AOD-free activities. Early intervention programs have been designed to assist with the early identification of AOD problems and to help in selecting appropriate solutions and/or referrals.

### **ACADEMIC UNIVERSITY-SPONSORED EVENTS**

1. The consumption of alcoholic beverages is prohibited during the program/activity portion of any educational field trip or while in transit to/from the campus.
2. Security and/or law enforcement personnel will be contacted for students who exhibit disruptive/abusive behavior while on Stritch property, while at Stritch instructional sites or while attending any Stritch-sponsored activity.

### **SOCIAL UNIVERSITY-SPONSORED EVENTS**

The student or faculty representatives for a club and student organization-sponsored event where alcoholic beverages are to be served at the University are to obtain a permit to serve alcohol from the Student Success Center no less than six school days in advance of the event. The server and college representative and/or the advisor for the event assume the responsibility of adhering to the following guidelines:

- a. Seeing that the University regulations and state laws regulating the sale and use of alcoholic beverages are not violated,
- b. Ensuring that appropriate behavior is maintained at all times, and
- c. Ensuring that no alcoholic beverages are sold or dispensed to anyone under the legal drinking age.
  1. All events must terminate by 12 a.m. Sundays through Thursdays and by 1 a.m. on Fridays and Saturdays unless special permission is granted by the Dean of Students.
  2. The expenditure of student activity fees for alcoholic beverages is not allowed.
  3. All alcoholic beverages must be purchased through the University Food Service. The employment of servers must be arranged, at the organization's expense, through Food Service.
  4. Alcoholic beverages are to be served and consumed only in the room approved for the event. Proof of legal drinking age is to take place at entry points.
  5. No alcoholic beverages are to be taken from the areas designed as "alcohol permitted" for the event.

6. Only those beverages sold and provided by the sponsoring organization of an event are to be consumed. No one is to bring his/her own beverages to an event.
7. A member of the University's administration, faculty or staff shall be on duty for any University-sponsored social event when alcoholic beverages will be served with the following responsibilities:
  - a. Maintain contact with student chaperones;
  - b. Be present at the door or entry point for the duration of the event;
  - c. Check ID's for the duration of the event (in compliance with the Wisconsin State law);
  - d. Ensure alcoholic beverages are not carried in or out of the designated event area;
  - e. Handle any disruptive situations or problems occurring outside the event area;
  - f. Handle any disruptive situations or problems occurring inside the event area;
  - g. Report all names of students breaking University policy to the Dean of Students.
8. The performing band for social events of legal age should be informed through the Stritch contact person that if the band members wish to drink alcoholic beverages during the course of the evening, they will be required and expected to partake of the same beverages as provided by the sponsoring organization and in the same responsible manner as other participants. Groups, which fail to observe this policy, may be asked to leave and shall be told that they will not be contracted again and the Musicians' Union will be informed of their reluctance to comply with Stritch's guidelines concerning alcoholic beverages.
9. Soft drinks and free food snacks must be available for the duration of any activity where alcoholic beverages are served.
10. The University enforces a "no use" policy for students under 21 and encourages responsible use of alcohol for those of legal drinking age who choose to drink.
11. One or more members of the Stritch faculty or staff must be present for each University-sponsored event at which alcohol is served.
12. Events, which advertise outside of the University community, may be required to contract for security services at the event when alcohol is being served.
13. Event chaperones or outside additional security personnel must meet with the Dean of Students or the faculty or staff representative prior to the start of the event to review their responsibilities.
14. Posters or other promotional materials for University sponsored events may not advertise or promote the consumption of alcohol.
15. Security and/or law enforcement personnel will be contacted for students who exhibit disruptive/abusive behavior while on Stritch property, while at Stritch instructional sites or while attending any Stritch-sponsored activity.

**STUDENT STANDARDS OF CONDUCT RELATED TO ALCOHOL AND OTHER DRUGS (AOD)**

1. No use, possession, sale, manufacture, trade or distribution of alcohol, drug paraphernalia or illicit drugs is permitted. The only exception is responsible use of alcohol for legal drinking-age individuals living in Clare Hall (Assisi Hall is an alcohol-free Residence Hall) either:

- a) at a University-sanctioned event where a permit has been obtained, or
  - b) in a legal-age student's Residence Hall room when no underage persons are present and the door is closed.
2. It is a violation of the policy for a student to report to the University classroom/clinical site with the presence of alcohol or illegal drugs in his/her body.
  3. If a student is taking prescribed medication that will affect the student's ability to perform his/her work, the instructor should be notified. Prescription drugs are to be used only by the person for whom the prescription was written.
  4. Students who drink on- or off-campus and exhibit irresponsible behavior (i.e. public disturbances, danger to self or others, destruction of property, alcohol-related sickness or inability to care for oneself) will be subject to sanctions.
  5. Students who use or possess alcohol in Assisi Hall or on alcohol-free floors in Clare Hall (2 Center, 3 Center, and 3 East) will be subject to sanctions regardless of age.
  6. The University staff and concerned persons reserve the right to call 911 in cases of suspected alcohol poisoning, drug overdose, or when an individual is unconscious, or is perceived to be a danger to self or others. Individuals receiving medical treatment will be responsible for the costs incurred.
  7. Kegs, tappers, party punches, beer bongs, drinking games, or drug paraphernalia are not permitted on University property.
  8. No person shall provide assistance to a student under the age of 21 in obtaining access to alcohol. This includes, but is not limited to, purchasing or providing alcohol, transferring or storing alcohol, or providing with an ID card intended to deceive others.
  9. No open containers are permitted in public areas (hallway, lounges, etc.) without a permit. For student-sponsored events, special permission may be sought through the Dean of Students for consumption of alcoholic beverages by legal-age students at the site of the event.
  10. Students of legal drinking age may drink only in a room of a legal aged student with the room door shut. No person may drink or bring alcohol in to the room of an underage student.
  11. No underage person can be present in a room where alcohol is being consumed even if the underage person is not drinking.
  12. Mass quantities of alcohol are not permitted in the residence halls or Stritch-leased properties (Coventry, etc.). Of age residents with excessive quantities will be given the opportunity to remove the alcohol from the building, or have to empty out the containers. Any amount of alcohol belonging to underage students will be emptied.
  13. It is against state law and University policy to misrepresent one's age and/or falsify one's identification card. All altered or "fake" identification cards (driver's license, school ID card, etc.) will be confiscated by University representatives and/or is subject to police referral. Additionally, individuals who provide others with false identification are subject to disciplinary action by the University and/or referral to the police.
  14. Residence Hall students are responsible for their behavior and for that of their guests. Students may be sanctioned for their own inappropriate drinking and that of their guests. Residence Hall guests violating the policy who are Stritch students will also be sanctioned for their violations. Uncooperative guests may have their guest privileges revoked, and will be referred to security or the police if they refuse to leave peaceably.



15. Residence Hall staff retains the right to inspect students' rooms and property if suspicion of illegal activity exists. Likewise, the Dean of Students reserves the right to inspect commuter lockers and other University property if suspicion of illegal activities exists. Suspicion may be generated by odor, loud noise, observable drugs, alcohol or drug paraphernalia and/or other evidence of drug usage and will result in confiscation of such materials. In the event of an alcohol incident, all empty containers in the student's room may be considered as evidence that usage has occurred. For further details regarding the process for room inspection, please see the Residence Hall Handbook.

## **ALCOHOL SANCTIONS**

Students are expected to follow Wisconsin state laws and University policies relating to alcohol use. When students fail to meet this responsibility, serious consequences will result that may impact one's status as a student. Depending on the circumstances, the local police may be contacted. Parents may be contacted for alcohol violations. The following procedures are designed to handle cases of alleged misconduct in fairness to all concerned. After receiving a written invitation, the student will arrange a meeting with an administrative hearing officer. Students who have violated the alcohol policy will receive disciplinary action. Such action may include, but is not limited to, probation, community service, restitution, housing reassignment (resident students only), educational assignments, and substance abuse screening. Specific sanctions will be based upon the nature of the incident, the impact of the incident on self and others, any prior violations of the Student Conduct Code, and the student's cooperation in resolving the situation.

Students who have violated the alcohol policy are required to meet with the Director of Counseling Services for an initial assessment, according to the timetable established by the hearing officer. Depending on the results of the initial assessment, interventions may include a substance abuse screening inventory, alcohol abuse prevention/education sessions, and/or other counseling interventions that are determined to be appropriate for each individual situation. Costs for the initial assessment, and any outside referrals, are the responsibility of the student. Repeated violations, or a single violation that causes significant disruption of the community, can result in suspension or expulsion from the Residence Hall and/or the University. Students who do not complete the assigned sanctions within the designated time period may also be suspended or expelled from the Residence Hall and/or University.

**Alcohol sanctions remain on a student's disciplinary record. The accumulation of 3 alcohol violations will result in suspension or expulsion from University housing and/or the University.**

Students who are found responsible for an alcohol violation will face the following sanctions. These sanctions do not preclude further disciplinary action resulting from accompanying behavior. In the case of resident students, these sanctions are in addition to sanctions outlined by the Residence Hall handbook. These penalties are cumulative for the student's academic career at the University. Students who do not follow through with assigned sanctions may be suspended or expelled from the Residence Hall and/or the University.

### **A. First Offense**

1. Confiscation and disposal of all alcoholic beverages in student's possession by a University staff member who will then document the incident and notify the Dean of Students office and/or

the Department of Residence Life of the policy violation. Depending on the circumstances, the University may contact local police.

2. After receiving notification of a policy violation an Administrative Hearing Officer will contact, in writing, those involved in the situation. Students will be instructed to arrange a meeting with the appropriate University official in a timely manner as specified by the written notification.
3. Arrange for an appointment with Counseling Services within three days of meeting with an Administrative Hearing Officer. When meeting with the appropriate University official to discuss the incident, students will sign an Authorization for Release of Information form in order for the University to verify completion of these sessions with Counseling Services. A meeting with Counseling Services may include an additional assessments and referrals. Students will be responsible for the cost of any assessment as well as the completion of any assignments or recommendations as determined by Counseling Services.
4. Fine of \$50 to be used for Residence Hall alcohol education materials.
5. A minimum of 3 hours community service time as determined by the Administrative Hearing Officer.
6. Possible inclusion of educational sanctions as determined by the Administrative Hearing Officer.
7. Possible notification of parent or guardian.

## **B. Second Offense**

1. Confiscation and disposal of all alcoholic beverages in student's possession by a University staff member who will then document the incident and notify the Dean of Students office and/or the Department of Residence Life of the policy violation. Depending on the circumstances, the University may contact local police.
2. After receiving notification of a policy violation an Administrative Hearing Officer will contact, in writing, those involved in the situation. Students will be instructed to arrange a meeting with the appropriate University official in a timely manner as specified by the written notification.
3. Arrange for an appointment with Counseling Services within three days of meeting with an Administrative Hearing Officer. When meeting with the appropriate University official to discuss the incident, students will sign an Authorization for Release of Information form in order for the University to verify completion of these sessions with Counseling Services. A meeting with Counseling Services may include an additional assessments and referrals. Students will be responsible for the cost of any assessment as well as the completion of any assignments or recommendations as determined by Counseling Services.
4. Fine of \$75 to be used for Residence Hall alcohol education materials.

5. A minimum of 6 hours community service time as determined by the Administrative Hearing Officer.
6. Possible inclusion of educational sanctions as determined by the Administrative Hearing Officer.
7. Possible notification of parent or guardian.
8. University disciplinary probation status.

**C. Third Offense**

1. Automatic suspension or expulsion from Residence Life Housing if a resident student.
2. Additional disciplinary action as determined by an Administrative Hearing Officer
3. Possible notification of parent or guardian.
4. Re-admittance may occur based on the completion of the terms outlined in the suspension letter.

## **DRUGS**

**Misconduct:** Use, possession, sale, manufacture, trade or distribution of drug paraphernalia or illicit drugs: illicit drugs are all illegal drugs and prescription drugs not prescribed for the student. The possession or use of salvia divinorum is also prohibited.

Students who are responsible for a drug violation will face the following penalties. Additional sanctions will be levied depending on accompanying behavior. These penalties are cumulative for the student's academic career at the University. Under most circumstances, the University will contact local police. Police will confiscate all drugs and/or drug paraphernalia.

**Sanctions** - Students who do not follow through with assigned sanctions may be suspended or expelled from the Residence Hall and/or University.

### **A. Drug Paraphernalia**

#### **First Offense - Possession of Drug Paraphernalia**

1. Notification of University security and possible referral to local Police.
2. A minimum penalty of probation in the Residence Hall and/or University.
3. Within one business day of the incident arrange a meeting with an Administrative Hearing Officer.
4. Arrange for an appointment, within one business day from meeting with an Administrative Hearing Officer, with the University Counseling Services. Prior to the appointment, students will sign a release of information form with the hearing officer to verify that they followed through on the appointment and the subsequent recommendations. This may also include an additional referral to a licensed AODA community agency for further assessment at the student's expense. Students are expected to follow through with any recommendations.
5. The student will also be required to participate in an alcohol and drug educational skill-building program. The format will be decided by Counseling Services.
6. Fine of \$75 to be used for Residence Hall substance abuse educational resources.
7. A minimum of 6 hours community service time as determined by the Administrative Hearing Officer.
8. Possible notification of parent or guardian.
9. Participation in an unannounced drug-screening program at the student's expense for a period of one calendar year while enrolled in classes or participating in University-sponsored activities. Students who additionally test positive for drugs will be suspended or expelled from the Residence Hall and/or University. Failure to comply with or complete the drug test at the time required will result in an automatic positive result.

#### **Second Offense - Possession of Drug Paraphernalia**

1. Referral to local police.

2. Within one business day of the incident, the student will arrange a meeting with an Administrative Hearing Officer.
3. Suspension or expulsion from the Residence Hall and/or University.
4. Students who are not removed from the University will be required to meet with the Director of Counseling Services, according to the timetable established by the hearing officer. Prior to the appointment, students will sign a release of information form with the hearing officer to verify that they followed through with the appointment and the subsequent recommendations.
5. Students will receive a mandatory referral for an AODA assessment by a licensed agency at the student's expense. This must be completed by a timeframe established in conjunction with the Director of Counseling Services, who will facilitate the referral. Students will sign a release of information form with the Director of Counseling Services to verify that they followed through on the appointment and the subsequent recommendations.
6. Any student allowed to continue at the University after a second paraphernalia violation will need to submit to unannounced drug testing at the student's expense for a period of one calendar year while enrolled in classes or participating in University-sponsored activities. Students who test positive for drugs will be suspended or expelled from the Residence Hall and/or University. Failure to comply with or complete the drug test at the time required will result in an automatic positive result.
7. Fine of \$100 to be used for Residence Hall substance abuse educational resources.
8. A minimum of 12 hours community service time as determined by the Administrative Hearing Officer.
9. Possible notification of parent or guardian.

## **B. Possession and/or Use of Drugs**

### **First Offense - Possession and/or Use of Drugs**

1. Referral to local Police.
2. Within one business day of the incident, the student will arrange a meeting with an Administrative Hearing Officer.
3. Probation and/or suspension or expulsion from the Residence Hall and/or University.
4. Any student allowed to continue at the University after a drug violation will need to submit to unannounced drug testing at the student's expense for a period of one calendar year while enrolled in classes or participating in University-sponsored activities. Students who test positive for drugs will be suspended or expelled from the Residence Hall and/or University. Failure to comply with or complete the drug test at the time required will result in an automatic positive result.
5. A student who is allowed to continue will arrange for an appointment with Counseling Services according to the timeline established by the hearing official. This will also include an additional referral to a licensed AODA community agency for further assessment at the student's expense. Students are expected to follow through with any recommendations. Students will sign appropriate release of information forms to verify that they have completed their responsibilities.

6. The student will be expected to participate in an alcohol and other drug educational program or one-on-one counseling as determined by Counseling Services.
7. Fine of \$75 to be used for Residence Hall substance abuse educational resources.
8. A minimum of 10 hours community service time as determined by the Administrative Hearing Officer.
9. Possible notification of parent or guardian.

### **Second Offense - Possession and/or Use of Drugs**

1. Immediate referral to local police and automatic suspension or expulsion from the Residence Life Housing and the University.
2. Re-admittance may occur if the student can demonstrate completion of a drug treatment program or equivalent based on the terms outlined in the suspension letter.

### **C. Sale, Manufacture, or Distribution of Drugs**

1. Any student found to be selling, manufacturing, distributing or facilitating the sale of drugs will be immediately referred to the local police and receive an automatic expulsion from Residence Life Housing and the University.

### **DRUG CONVICTIONS MAKE STUDENTS INELIGIBLE FOR FINANCIAL AID**

A federal law denies financial aid to students recently convicted in state or federal courts of possessing or selling illicit drugs. This penalty applies to all drug convictions - including misdemeanor possession charges.

## **INTERVENTION FOR A SUSPECTED Alcohol and/or other drug (AOD) PROBLEM**

### **Medical Intervention**

Cardinal Stritch University considers the safety and personal well-being of each student a priority. The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. Medical Intervention is designed to enable dangerously intoxicated or impaired students, or their peers, to receive the immediate, professional medical treatment they need.

When a student aids an intoxicated or impaired individual by contacting Security or Residence Life staff for assistance, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to formal disciplinary action for the consumption or possession of alcohol or other drugs as a first offense. In rare circumstances such as cases where other violations occur, students may be subject to the conduct process. Examples include, but are not limited to, physical abuse, sexual assault, conduct which threatens safety, verbal or physical harassment, disorderly conduct or property damage. Medical Intervention does not apply for subsequent alcohol or other drug intoxications or impairments.

### **Treatment**

**Intoxicated or impaired students** who are medically evaluated or hospitalized for alcohol or other drug use:

1. In the case of a serious medical issue the University will generally contact parents or guardians. In these cases, parental notification is not taken as a disciplinary action but as a precautionary measure.
2. Will be required to have a follow up meeting with a Residence Life Director or The Dean of Students. Following this meeting, the student will receive a letter that will describe the expectations of the student in more detail.
3. Will arrange and complete for an appointment(s) with Counseling Services. When meeting with a Residence Life Director or the Dean of Students, students will sign an Authorization for Release of Information form in order for the University to verify completion of appointments with Counseling Services. A meeting with Counseling Services may include additional assessments and recommendations. Students will be expected to follow any recommendations.
4. May also be referred to an outside program for substance abuse evaluation and appropriate treatment at the expense of the student.

### **Long Term Intervention**

The Center for Counseling and Mental Wellness staff is available to assist with planning/implementing an intervention. It is the responsibility of the instructor or professional staff member to confront a student whenever changes in performance or behavior suggest a student has an AOD problem. Although it is not the job of the instructor to diagnose the student's problem, the instructor should encourage such a student to seek help in the Center for Counseling and Mental Wellness.

### **Treatment**

After assessment, if treatment is deemed necessary, the student is referred to a recognized agency for rehabilitation.

1. The Center for Counseling and Mental Wellness will assist in making appropriate treatment arrangements.
2. A student in rehabilitation may be permitted to continue class attendance.
3. If in-patient treatment for a student is deemed necessary by the assessment agency, arrangements will be made for leave time on a case by case basis with the Senior Director of Student Success.
4. If there is evidence of continued use of alcohol/drugs, such use shall be addressed through the Student Code of Conduct.

### **Evaluation**

The student will be regularly evaluated for symptoms of continued use. This may include alcohol and other drug testing.

1. Follow up sessions will be coordinated by those persons responsible for the initial intervention.
2. Nothing in these procedures abrogates other established University policies and procedures for dismissal.



## **HEALTH EFFECTS OF ALCOHOL AND OTHER DRUGS**

The following is a partial list of drugs and related consequences of their use. This list includes only some of the known risks and not all legal or illegal drugs are covered.

### **ALCOHOL**

Alcohol is the most frequently abused drug on campus and in society. Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result with high levels of blood alcohol. Prolonged abuse of alcohol can lead to alcoholism, malnutrition and cirrhosis of the liver. Alcohol is associated with academic and social problems such as sexual assault, violence, homicide and vandalism.

### **COCAINE AND CRACK**

Cocaine and crack stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency that can lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.

### **DEPRESSANTS AND BARBITURATES**

Depressants such as Rohypnol and barbiturates such as Seconal and Nembutal can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in conjunction with alcohol; withdrawal can lead to restlessness, insomnia, convulsions and even death. Depressants such as Rohypnol and GHB are sometimes dropped into open drinks of unsuspecting students resulting in unconsciousness and subsequent rape. Some body building supplements are metabolized into GHB also resulting in unconsciousness.

### **ECSTASY/MDMA**

Ecstasy is a synthetic psychoactive drug with hallucinogenic and amphetamine-like properties. Ecstasy (MDMA) users may encounter problems similar to those experienced by cocaine users. Its psychological effects can include confusion, depression, sleep problems, anxiety and paranoia during, and sometimes weeks after, taking the drug.

MDMA use damages brain serotonin neurons. Serotonin is thought to play a role in regulating mood, memory, sleep and appetite. Research indicates that heavy MDMA use causes persistent memory problems in humans. Recent research has also shown that even one time use can trigger a neurological sequence that causes permanent memory disturbance.

Physical effects can include muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating. Increases in heart rate and blood pressure are a special risk for people with circulatory or heart disease.

MDMA-related fatalities at raves have been reported. The stimulant effects of the drug, combined with

the hot, crowded conditions usually found at raves can lead to dehydration, hypothermia, and heart or kidney failure.

## **HALLUCINOGENS**

LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensors, drug experiences may result in severe self-inflicted injuries.

## **MARIJUANA AND HASHISH**

Marijuana and hashish are deleterious to the health and impair the short-term memory and comprehension of the user. They alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination; they increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retention of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.

## **NARCOTICS**

Users of narcotics, such as heroin, codeine, morphine and opium, develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

## **SALVIA DIVINORUM**

Salvia Divinorum is a psychoactive plant which can induce dissociative effects. It immediately causes uncontrollable laughter, believing to be in place from memories, sensations of motion or being pulled/twisted by forces, visions, merging with or becoming objects, increased sweating, and sensing overlapping realities. It is a consciousness changing herb which was used in ritual healing. With no well-established long-term effects, it has been suggested to have "depressive-like" effects. In Wisconsin it is illegal to manufacture, deliver, or sell Salvinorin A which is contained in Salvia Divinorum, and possession and/or use of Salvia Divinorum is prohibited by Cardinal Stritch University.

## **STIMULANTS AND AMPHETAMINES**

Stimulant and amphetamines such as Dexidrine and Ritalin can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness, anxiety and physical collapse. Use can also lead to psychosis, hallucinations, and paranoia.

## **SYNTHETIC MARIJUANA**

Synthetic Marijuana is a substance created chemically to have to same effects of marijuana, though it has a substantially different chemical structure than natural marijuana. The synthetic marijuana is sprayed with potent psychotropic drug and likely contaminated with an unknown toxic substance leading to rapid heart rates, elevated blood pressure, severe agitation, anxiety, and severe vomiting.

This substance is currently under an emergency ban by the Drug Enforcement Administration making the sale and possession of synthetic marijuana illegal.

## **TOBACCO**

Nicotine is highly addictive, whether ingested by smoking or chewing. This drug reaches the brain in six seconds, damages the lungs, decreases heart strength and is associated with many cancers. The withdrawal symptoms include anxiety, progressive restlessness, irritability, and sleep disturbance.

## **STATE OF WISCONSIN AND FEDERAL LEGAL SANCTIONS**

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961, and mandate stiff penalties including large fines and long periods of imprisonment. A person with a first-time conviction of possession of a controlled substance can be sentenced up to one year in prison and fined up to \$5,000, Wis. Stats. 961.41 (2r). The penalties vary according to the amount and type of drug confiscated, the number of previous offenses by the individual, and whether the individual intended to manufacture the drug, sell or possess the drug. See Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Stats. 961.46(1).

Substantial restrictions against the sale, possession and distribution of alcohol also exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats.125.07(1)(a). Violation of this statute can result in up to a \$500 forfeiture for a first offense, with higher fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age, or enter a licensed premise except to conduct lawful business (i.e. eating in a restaurant). First offenders can be required to forfeit up to \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats.125.07(4).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a \$5,000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20 years) imprisonment. A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

## STRITCH AOD RESOURCES

Anyone interested in receiving assistance with an AOD issue should contact one of the following offices:

Director of Counseling/Alcohol and Drug Coordinator	414-410-4095
Director of Student Experience	414-410-4329
Assisi Hall Director	414-410-4251
Clare Hall Director	414-410-4252
Resident Assistants & Community Advisors (via Front Desks)	414-410-4515 (Clare Hall) 414-410-4517 (Assisi Hall)

## ALCOHOL/DRUG ABUSE - COMMUNITY REFERRAL AGENCIES

Addiction Resource Council	262-524-7921
Alcoholics Anonymous	414-771-9119
Milwaukee Council on Alcoholism and Drug Dependence (Impact)	414-276-8487
Ozaukee Council, Inc.	262-375-1110
“Focus on Community” Racine Council on Alcohol & Drug Abuse	262-632-6200

## SELECTED TREATMENT AGENCIES

Aurora Sinai Behavioral Health Services	414-219-5000
Aurora Psychiatric Hospital—Wauwatosa	414-454-6600
Genesis Behavioral Services Inc. (24 hrs.)	414-342-6200
Community Information Line (Impact)	414-773-0211*
Lutheran Social Services Outpatient	414-325-3096
Meta House (women)	414-962-1200**
St. Mary’s Hospital Ozaukee	262-243-7300
St. Mary’s Hospital Milwaukee	414-961-3300

\* 2-1-1 @ IMPACT is a central access point for Milwaukee County residents who need assistance with family, health and social services. This 24-hour central access point for information and referral serves that include the following: emergency food, alcohol or other drug abuse, health care, homelessness and emergency shelter, financial assistance, family and parenting issues, mental health care, legal assistance, housing concerns.. When someone calls 2-1-1 @ IMPACT, they will speak with a Community Resource Specialist - a professional trained to listen carefully to the caller's needs, help assess their situation and connect them to an agency that will respond to their needs.

\*\* Meta House, Inc. is a substance abuse treatment program dedicated to helping women through the progression of recovery. Meta House is dedicated to helping women reclaim their lives from the effects of substance abuse.

## **ANTI-HARASSMENT POLICY**

Consistent with the mission and Franciscan values of Cardinal Stritch University to provide a working and learning environment that fosters the intellectual, spiritual, and social development of the individual, harassment of others based on their protected characteristics will not be tolerated and every effort will be made to eradicate it completely and swiftly. This policy is intended to protect the University community from harassment, including but not limited to, sexual harassment.

In particular, sexual harassment is a violation of federal statute Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Education Amendments. Sexual harassment also violates the Wisconsin Fair Employment Act. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and unwelcome physical contact of a sexual nature and other unwelcome verbal and physical conduct of a sexual nature that constitutes harassment when:

- Submission to the conduct is either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic/work performance or creating an intimidating, hostile or offensive educational/working environment; and/or,
- The effect of such acts limit or deny full and equal participation in educational services, career opportunities or benefits on the basis of sex.

Sexual harassment may include, but is not limited to:

1. Jokes, remarks, pictures, and/or use of the Internet or other forms of electronic communication that are sexual or derogatory to members of one sex;
2. Leering, unnecessary touching, patting, cornering, standing too close, undue attention;
3. Inappropriate inquiries about sexual values;
4. Verbal or physical conduct of a sexual nature that is intimidating, demeaning, hostile or offensive;
5. Requests or demands for sexual encounters with or without threats concerning one's grades, recommendations, promotions, jobs, etc.; and
6. Physical assault (see the sexual assault policy).

Intimate relationships between individuals of different institutional status, even when appearing mutual at the onset, have an underlying imbalance in authority that can diminish an individual's freedom of choice. Given the uneven balance of power within such relationships, they may present opportunities for sexual harassment.

Because of the potential for sexual harassment in certain situations where an unequal power differential exists between the parties involved, the University prohibits romantic and/or sexual relationships between individuals in such situations. Examples may include, but are not limited to.

Supervisory relationship  
Teaching relationship  
Advising relationship  
Coaching relationship

Individuals who have University responsibility for security; healthcare; ministry; student welfare and development; and disciplinary activities are prohibited from engaging in romantic and/or sexual

relationships with those members of the University community for whom they have a responsibility to protect and assist.

Employees who feel that they have been harassed, sexually or otherwise, should contact the Human Resources Office or their immediate supervisor. Students who feel that they have been harassed, either sexually or otherwise, should contact the Dean of Students Office. This communication should be initiated as soon as possible after a student or employee believes s/he has been harassed. In no event are employees or students required to report harassment to a person they reasonably believe is involved in the harassing conduct of them.

Confidentiality will be maintained throughout the entire investigatory process to the extent possible and appropriate under the circumstances in order to protect the privacy of persons involved.

Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and subject to disciplinary action. This policy also applies to all University vendors and business partners.

## **SEXUAL ASSAULT POLICY**

Sexual assault is a serious crime that will not be tolerated. Students who are assaulted are urged to promptly report the crime both to the police and to either Campus Security or a Residence Life Director.

Cardinal Stritch University is committed to educating its community of students and employees regarding sexual assault and will cooperate fully with the law and law enforcement officials in this process. Students and employees will receive such information through available brochures, workshops and printed materials.

### **Policy and Definition**

Sexual assault is defined as any sexual contact that is nonconsensual or unwanted, whether by a stranger, a date, or an acquaintance. If one party is incapable of consenting, due to sleep, alcohol or drug use, or other form of incapacitation, sexual contact is, by definition, nonconsensual and constitutes an assault. People under the age of 18 are considered by the law to be incapable of consenting. Sexual contact with them, even when mutually desired, constitutes an assault. Consent cannot be obtained through physical force, threats, intimidation, trickery, or coercion; these constitute a sexual assault. If someone says some equivalent of “no” to sexual activity, and the activity proceeds, a sexual assault has occurred. (Please see the crime prevention section of the student handbook for strategies for reducing the risk of sexual assault).

If an individual has been assaulted, s/he should -- as soon as possible -- speak to one or more of the following: the police, Campus Security, Director of Student Experience, Senior Director of Student Success, or a Residence Life Director. The sooner the assault is reported, the more options are available for victims, the more likely the perpetrator will be held responsible, and the more likely future assaults will be prevented. Students who are assaulted, or accused of assault, are also encouraged to seek assistance and support from the Center for Counseling and Mental Wellness or a comparable community agency.

Whether or not the assault victim chooses to use the University judicial system, s/he is encouraged to follow the procedures outlined by most police departments and agencies assisting such victims/survivors. These include:

- Going to a safe place and immediately contacting the local police.
- Preserving all physical evidence by not showering, bathing, brushing teeth or rinsing mouth, douching, urinating, changing clothes, or touching anything related to the assault (bedclothes, objects touched by the assailant, etc.) NOTE: while these actions may destroy some evidence, other evidence might remain. Therefore, the medical exam and evidence collection is still advised up to 72 hours after the assault.
- Going to a hospital emergency room or a sexual assault treatment center for medical care. (The Sexual Assault Treatment Center in Milwaukee at Sinai Samaritan specializes in this.) Take a complete change of clothing with you, as you may provide your clothing as part of the evidence.
- Calling a family member, friend, or University employee for support and companionship.
- Writing down a description of the assault’s circumstance and the attacker as soon as possible.

## **Review Process**

This review process applies to all Cardinal Stritch University students and employees at university-sponsored events whether occurring on or off campus facilities. Such activities include, but are not limited to, professional meetings, classes, University-sponsored experiential learning situations, seminars, and social/recreational activities.

The following is a guideline for when the review policy is in effect:

- a. A sexual assault involving a student or employee of Stritch and occurring on campus or at an institution sponsored event:

The Stritch conduct process is not designed to process acts of criminal sexual assault utilizing rules of criminal procedure. The complainant will be encouraged to use civil/criminal procedures available to him or her outside of the University. However, where there is cause to believe that the institution's stated expectations regarding acceptable personal conduct and respect for the human rights of other community members have been violated, Cardinal Stritch University will pursue the matter through its own internal channels in order to ensure a safe, non-hostile environment for the complainant and the institution and, when necessary, invoke disciplinary action including possible expulsion or termination of employment.

- b. A sexual assault involving students or employees of Cardinal Stritch University and occurring off-campus:

At the request of the complainant, Cardinal Stritch University will review the complaint, especially if it occurs between/among two or more members of the Cardinal Stritch University community. The complainant will be encouraged, however, to use civil/criminal procedures available to him/her outside of the University.

- c. A sexual assault occurring on campus between individuals who are unrelated to Cardinal Stritch University:

The University will review incidents on a case-by-case basis and, in their sole discretion, may either accept or decline to initiate a complaint under this process. As stated above, the complainant will be encouraged to use civil/criminal procedures available to him/her outside of the University.

After contacting the police, an individual who has been assaulted is encouraged to contact the Senior Director of Student Success as soon as possible. They can be reached after hours or on weekends through University Security, (414) 410-4220 or through the Residence Life Staff.

This office can provide assistance, make referrals, and help the student to identify his or her options. They can also assist students who wish to change their living or classroom situation as a result of the assault.

University employees becoming knowledgeable of such an assault will file an incident report when appropriate with the University and assist the individual in notifying local law enforcement authorities and the appropriate authorities at Stritch. The University will fully cooperate in the individual's filing of criminal charges against an alleged assailant. Also, at the direction of law enforcement authorities, Cardinal Stritch University will assist in the obtaining, securing and maintaining of evidence potentially needed for prosecution.



### **To Pursue the Internal Complaint Process**

Submit a signed written statement to the Director of Student Experience. During this review and hearing process, every reasonable effort will be made to shield the victim from unwanted contact with the alleged assailant. Safety, privacy, and support will be offered to any complainant of sexual assault.

#### **Appeals**

After a decision has been made, either the accused or the complainant may file an appeal with the University Provost. The appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within 10 working days from the time the student is notified of the committee's decision. The decision of the Provost will be final.

If an appeal is filed, that appeal shall not result in a modification of the decision while the appeal is pending.

#### **Anonymous Reporting**

All universities are required to annually publish the number of incidents of certain campus crimes, including sexual assault. The anonymous information from students who file a report with the University are already included, and reflected within the crime statistics. Students who are sexually assaulted but have not filed a report may also be included in Stritch's report by contacting the Center for Counseling and Mental Wellness and making this request.

#### **Community Resources/Additional Assistance**

Additional assistance at Cardinal Stritch University and community referral information are available through the Center for Counseling and Mental Wellness and in the resources listed in student handbook section on our Alcohol and Other Drug Policy. Free brochures are also widely distributed and can also be obtained by contacting the Dean of Students Office, Center for Counseling and Mental Wellness, or the Student Health Center.

### **Wisconsin's Crime Victims' Rights and Services**

In 1976, the Wisconsin Legislature passed a law allowing monetary compensation for crime victims and in 1980 created a Crime Victims' Bill of Rights. To be compensated, victims must report the crime to law enforcement within five days of the occurrence and file an application for compensation within one year of the crime. Victims must also cooperate with the investigation and prosecution of the crime. Further information and assistance may be obtained by contacting:

The Office of Crime Victims Services  
P.O. Box 7951  
Madison, WI 53707  
(608) 266-6470 / toll-free (800) 446-6564

In the Milwaukee area, helpful information and assistance are also available by contacting:

The Common Council Task Force on Sexual Assault & Domestic Violence  
(414) 286-2997

Sexual Assault Treatment Center  
(414) 291-5555

## **ADMINISTRATIVE WITHDRAWAL**

The following lists the standards and procedures for administrative withdrawal on psychological, psychiatric or medical grounds:

1. A student may be subject to administrative withdrawal from the University, or from University housing, if it is determined by the Senior Director of Student Success (and when appropriate, in consultation with a professional counselor and psychologist or with local mental health care institutions and/or agencies) that a student with a mental disorder:
  - a. engages or threatens to engage in behavior which poses a danger of causing harm to self or others; or
  - b. engages, or threatens to engage in, behavior which would cause significant property damage or impede the lawful activities of others.

In such cases the Senior Director of Student Success may determine that in the best interest of the student and/or the University community, the student be administratively withdrawn from school. The Senior Director of Student Success may refer a student for evaluation by an appropriate mental health professional or an independent licensed psychiatrist or psychologist chosen by the institution. Students referred for evaluation in accordance with this procedure shall be so informed in writing. A failure to cooperate with the evaluation will normally lead to the determination that the student possesses the capacity to respond to the charge. A student suffering from a mental disorder who is accused of a disciplinary violation will not be excused from the disciplinary process unless the student as a result of the mental disorder lacks the capacity to respond to the charge. The student's withdrawal from the University shall not adversely affect his/her academic standing and record. Students subject to an administrative withdrawal for psychological and psychiatric reasons shall be accorded an informal hearing before the Senior Director of Student Success. This meeting shall consist of a review and explanation for this action with the student and/or parents or guardians of the student if possible. The informal hearing shall be conversational and non-adversarial. Readmission to the University after an administrative withdrawal for psychiatric or psychological reasons must be requested in writing and approved by the Senior Director of Student Success. A student may also receive an administrative withdrawal from the institution for serious medical reasons that do not allow a student to successfully pursue or complete academic coursework.

## **STUDENT CONDUCT CODE**

Cardinal Stritch University has as a primary objective the holistic development of each student. The University strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth and individual discipline. **Students are expected to behave in a superior moral and ethical manner, both on and off campus.** Respect for oneself, others, property and authority, as well as honesty, are key elements in this behavioral expectation. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the University community in accordance with the Franciscan values of Cardinal Stritch University.

All students are expected to act responsibly and within the regulations and standards established by the University, and all civil laws and ordinances. The University reserves the right to hold accountable those whose conduct is in violation of the following regulations on or off campus.

Conduct which is subject to disciplinary action or response by the University includes, but is not limited to the following:

1. Cheating, plagiarism or any form of academic dishonesty as specified in the Academic Integrity Policy.
2. Forgery, alteration or misuse of campus documents, records, or identification; knowingly furnishing false information to the University.
3. Self-destructive behaviors which impede an individual's ability to properly pursue his/her education or obligation as a student at Cardinal Stritch University.
4. Misrepresentation of oneself or of an organization to be an agent of the University.
5. Obstruction or disruption, on or off campus property, of the academic process, administration process, or other campus functions.
6. Threatening to, or inflicting, physical or psychological violence to the person or property of others, including their family members or campus visitors.
7. Theft, intentional destruction, damage or unauthorized possession/use of University property or of the property of others, including their family members or campus visitors.
8. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment or facility.
9. Possession, distribution or sale of any illegal or unauthorized drugs that are controlled substances having potential for abuse, except as authorized by law.
10. Illegal possession, distribution, or use of alcoholic beverages and drugs specified in the University's Alcohol and Drug Policy.
11. Reporting to a University classroom/clinical site with the presence of alcohol or illegal drugs in one's body.

12. Possession or use of explosives, dangerous chemicals, firearms, or other weapons on campus property or at a campus function.
13. Abuse of, or tampering with fire alarm or security systems, fire emergency equipment or any other emergency equipment.
14. Sexual or physical harassment or assault, or psychological harassment of any individual. See the Sexual Assault Policy and the Anti-Harassment Policy.
15. Engaging in degrading, lewd, indecent or obscene behavior.
16. Failure to comply with directions of or acting disrespectfully towards University officials, designated agents, law enforcement, or others in authority in the performance of their duties.
17. Conduct which adversely affects a student's suitability as a member of a respectful academic community. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
18. Use of technology in an unauthorized way. This includes, but is not limited to sharing or distributing music in a manner that violates copyright laws; attempting to gain access to another's email account; use of another individual's identification and/or password; making changes to another's private files, or impersonating another individual; knowingly transmitting viruses, chain mail, or spam; using software that overloads the network; sending or posting illegal, defamatory, harassing, pornographic, obscene, or patently offensive sexual materials in email, web pages, individual newsgroup postings, or other electronic forms of communication.
19. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
20. Abuse of the Student Conduct Process including, but not limited to:
  - a. Failure to obey the notice from an Administrative Hearing Officer or Student Conduct Committee to appear for a meeting or hearing as a part of the Student Conduct Process
  - b. Providing false information pertaining to a student conduct meeting
  - c. Disruption or interference with the orderly conduct of an Administrative Hearing Officer or Student Conduct Committee proceeding
  - d. Attempting to discourage an individual's proper participation in, or use of, the student conduct process
  - e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct proceeding

- f. Harassment (verbal or physical) and/or intimidation of any individual, including witnesses, during, and/or after a student conduct proceeding
- g. Failure to comply with the sanction(s) imposed under the Student Conduct Code
- h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code and process

## **STUDENT CONDUCT CODE VIOLATIONS**

Cases dealing with non-academic violations of the Student Conduct Code not directly related to the Residence Life program are brought to the attention of the Office for Student Development for thorough investigation (Conduct procedures regarding sexual harassment and assault as well as sanctions concerning alcohol and substance abuse precede this section.) Preliminary information is collected from people who have knowledge of the incident. The Senior Director of Student Success or designee indicates to the student that an informal conference will be held to discuss the matter and the student's alleged involvement in it. If there is agreement between the student and the Senior Director of Student Success as to the nature of the violation, the extent to which the student was involved and the disciplinary action to be taken, and that action is completed within the assigned time frame, no other actions will be taken.

If the seriousness of the violation warrants a more encompassing suspension or expulsion from the University, the student may be given a formal Administrative Hearing and decision by the Senior Director of Student Success or designee may be referred to the Student Conduct Committee.

The Student Conduct Committee is convened by the Senior Director of Student Success or designee and is composed of the members of the University community who serve on the Student Affairs Committee and who have not participated in the investigation or prosecution of the case. A member may ask to be excused from a hearing in the event that he/she foresees difficulty in remaining impartial.

## **STUDENT CONDUCT COMMITTEE HEARINGS**

When a case is referred to the Student Conduct Committee, the student is given a statement of conduct violations and the recommended disciplinary action. After a date is set for a hearing, the student appears before the Student Conduct Committee to discuss the incident and answer questions.

If several students are involved in one incident, the individuals are heard alone — not in or as a group. If a conduct incident involves members of a recognized student group (i.e., student organization, team, cohort group), additional group sanctions (suspension of activities/recognition, dissolution, community service, etc.) may be assigned after the resolution of individual incidents.

A hearing may be conducted in the absence of a student who fails to appear after Administrative Hearing Officers have made a reasonable effort to provide advance notice of the hearing time, date, and location.

All information upon which the decision is to be based must be presented at the hearing. The decision will be based solely on such information and on the student's involvement in the violation in question.

Notes on the hearing or the responsibility for taping the session will be taken by the Dean of Students or a predetermined individual for the Student Conduct Committee. Record of the incident and action taken will not become part of the student's official University record unless the outcome is suspension or expulsion. Persons other than the student involved, the persons called as witnesses, and those hearing the incident are not entitled to information concerning the case. A student who is a victim of a crime of violence perpetrated by another student will be informed of the results of the disciplinary proceedings. With the exception of notification to a dismissed student's parent(s) as described later in this section, this information will not generally be disclosed to the public.

### **RIGHT TO ASSISTANCE**

The student shall have the right to assistance from another student, faculty or staff member of the University community. The role of the assistant is limited to consultation with the student involved.

### **STUDENT STATUS PENDING HEARING OR APPEAL**

Pending a hearing or appeal, the student involved shall ordinarily have the same rights and privileges accorded other students, although the University reserves the right, in appropriate incidents, to suspend the student temporarily, pending conclusion of a hearing or appeal. Grades or diplomas shall be withheld pending final determination of sanctions that could result in suspension or expulsion. A current transcript could be issued at the request of the student, but it may contain the notation "Disciplinary Charges Pending."

### **RIGHT TO APPEAL**

As part of the hearing process the student is informed of the right of appeal and procedures to be followed. Following an administrative hearing or a decision by the Student Conduct Committee concerning suspension or expulsion from the University, an appeal may be made to the Executive Vice President for Academic Affairs. An appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within five (5) days of the decision unless granted an extension by the hearing person/body due to unique circumstances.

A student may appeal a decision for one or more of the following reasons:

- a. To determine whether the conduct process was conducted fairly in light of the alleged Student Conduct code violation(s) and information presented, and giving the student a reasonable opportunity to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results
- b. To determine whether the decision reached regarding the student was based on substantial information
- c. To determine whether the decision reached sanction(s) imposed were appropriate for the violation of the Student Conduct Code for which the student was found responsible
- d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original conduct process because such information and/or facts were not known to the person appealing at the time of the original process



All information previously collected on the case is turned over to the Executive Vice President for Academic Affairs in the event that an appeal is requested. The Executive Vice President for Academic Affairs, after reviewing the information, will decide if there is sufficient information to warrant an appeal. If the Executive Vice President for Academic Affairs determines the appeal to be in order, the Executive Vice President for Academic Affairs may uphold the original decision, modify the original decision or drop disciplinary action altogether. The decision of the Executive Vice President for Academic Affairs will be final.

## **SANCTIONS IN DISCIPLINARY CASES**

The degree of disciplinary action depends upon the seriousness of the misconduct, the circumstances involved, and the number of previous violations, if applicable. Disciplinary action may include, but are not limited to, a warning, disciplinary probation, suspension, expulsion, community service, fines, restitution, or educational assignment.

The Dean of Students or designee may notify a student's parent(s) in serious disciplinary cases which could result in suspension or expulsion from the Residence Hall or University. This notification is for the purpose of protection of both the University and the student. It is hoped that students would automatically notify their parents if a serious situation were to occur. Parents may also be notified in the case of alcohol and drug violations.

## **SANCTIONS**

### **WARNING**

A notice in writing to the student that the student is violating or has violated institutional regulations. The student is counseled regarding the seriousness of his/her conduct and is cautioned that future misconduct will necessitate further disciplinary action by the University.

### **DISCIPLINARY PROBATION**

Disciplinary Probation permits a student to remain at the University on the condition that he/she complies with University policies and the conditions of the particular probation. The provisions of the probation, which may be formalized in a behavioral contract, are determined by the administrative hearing officer. A student on disciplinary probation is normally placed on social suspension which means that the student is not permitted to participate in co-curricular activities, to hold an office in the Student Government Association or other University organization, participate in intercollegiate athletics, or serve on a University committee during the time of probation as designated by the sanction letter.

### **SUSPENSION**

Suspension is a temporary loss of student status for a specified period of time up to two years with resultant loss of all student rights and privileges. A student on suspension may not attend classes or attend any University-sponsored event. The student will be required to leave campus and not be permitted to return until the time of the suspension has elapsed. The student will also lose credit for subjects carried that semester. Fees and tuition will be forfeited according to the normal withdrawal policy. This disciplinary action will be recorded on the student's record in the Student Success Center.

### **EXPULSION**

Expulsion is a permanent termination of student status. Fees and tuition are forfeited according to the normal withdrawal policy. The action of expulsion will be recorded on the student's permanent record.

# RESIDENCE LIFE CONDUCT PROCESS

## CONDUCT PROCESS

The following procedures are designed to handle cases of alleged misconduct in fairness to all concerned, the student in question, the faculty, and the entire University community.

### STEP I

**ALLEGED VIOLATION** - Resident Assistants are required to document any possible violation of Residence Hall and University policies. This is their job. Respect shall be given to Clare Hall staff in the event of a report. If possible, the staff member will tell the individual(s) they are being reported. The student then needs to stop behavior that is in violation of policies. The student will receive a letter from an Administrative Hearing Officer instructing the student to meet with them. Students will then make and attend an appointment with the Administrative Hearing Officer by the date required in the letter. Failure to make or keep the appointment will result in a decision on responsibility for the alleged violation and appropriate sanctions being made in the student's absence. Students who do not make or show up for their appointment do not have the ability to appeal Administrative Hearing Officer's decision.

### STEP II

**MEETING WITH AN ADMINISTRATIVE HEARING OFFICER** - All students who are reported for Residence Hall violations need to schedule an appointment with their Administrative Hearing Officer within the time frame outlined in their notification letter. Notification letters will be dispatched to the individuals involved in the report from the hearing officer to make an appointment to hear the case. Failure to make or keep the appointment will result in a decision on responsibility for the alleged violation and appropriate sanctions being made in the student's absence. Students who do not make or show up for their appointment do not have the ability to appeal Administrative Hearing Officer's decision. If it is determined that the student is responsible for a violation of Residence Hall or University policy, sanctions will be given. Failure to follow through with the sanction will result in increased sanction, probation from student athletic involvement, the Residence Hall, and/or the University organizations and activities, suspension, or expulsion from the Residence Hall and/or the University

### STEP III (Optional)

**APPEAL OF ADMINISTRATIVE HEARING OFFICER'S DECISION** - Any appeal of the Administrative Hearing Officer's decision must be made to the Director of Student Experience or their designee within 48 hours of the time the decision is made. The Director of Student Experience or their designee will review the decision. This is the final appeal. Appeals will not be considered if the student does not make or show up for Administrative Hearing Officer's appointment.

## SERIOUS VIOLATIONS IN THE RESIDENCE HALL

Incidences of serious violations of the Student Conduct Code or Residence Hall policies, which could lead to possible suspension/expulsion from the Residence Hall and/or University, are brought to the attention to the Student Success Center. Preliminary information is collected from people who have knowledge of the incident, information, and/or facts about the situation. The Senior Director of

Student Success will designate the incident to an Administrative Hearing Officer or refer the incident to the University Student Affairs Conduct Committee.

**STUDENT INVOLVEMENT IN DETERMINING WHO HEARS SERIOUS VIOLATIONS**

If there is agreement between the student and an Administrative Hearing Officer as to the nature of the violation, the extent to which the student was involved and the disciplinary action to be taken, no other procedures will be involved.

## **STUDENT AFFAIRS CONDUCT COMMITTEE**

The Student Conduct Committee is composed of the members of the University community who serve on the Student Affairs Committee and who have not participated in the investigation or prosecution of the case. A member may ask to be excused from a hearing in the event that he/she feels prejudiced.

## **STUDENT AFFAIRS CONDUCT COMMITTEE HEARINGS**

When a case is referred to the Student Conduct Committee, the student is given a statement of charges and the recommended disciplinary action, if one is being appealed. After a date is set for a hearing, the student appears before the Student Conduct Committee to discuss the case and answer questions.

If several students are involved in one situation, the individuals are heard alone. If a conduct situation involves members of a recognized student group (i.e. student organization, team, cohort group), additional group sanctions (suspension of activities/recognition, dissolution, community service, etc.) may be reissued after the adjudication of individual cases. If the seriousness of the violation warrants a more encompassing suspension or expulsion from the University, the student may be given the choice between a formal Administration Hearing and decision by the Senior Director of Student Success or being referred to the Student Conduct Committee.

### **A. Right to Assistance**

The student shall have the right to assistance from another student, faculty or staff member of the University community. The role of the assistant is limited to consultation with the student involved.

### **B. Student Status Pending Hearing or Appeal**

Pending a hearing or an appeal, the student involved shall continue to have the same rights and privileges accorded other students. However, grades and diplomas shall be withheld pending the final determination of charges that could result in suspension or expulsion. A current transcript could be issued at the request of the student, but it may contain the notation "Disciplinary Charges Pending".

### **C. Right of Appeal**

As part of the hearing process, the student is informed of the right of appeal and procedures to be followed. Following an Administrative Hearing or a decision by the Student Conduct Committee concerning suspension or expulsion from the University, an appeal may be made to the University President. An appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within 48 hours of the case decision.

All information previously collected on the case is turned over to the University President in the event that an appeal is requested. The President, after reviewing the information, will decide if there is sufficient information to warrant an appeal. If the President determines the appeal to be in order, she may uphold the original decision, modify the original decision, or drop disciplinary action altogether. The decision of the President will be FINAL.

#### **D. Sanctions in Disciplinary Cases**

The degree of disciplinary action depends upon the seriousness of the misconduct, the circumstances involved, and the number of previous violations, if any. Disciplinary action may include but is not limited to a warning, disciplinary probation, service sanctions, referral, suspension, or expulsion.

1. **Warning:** The involved student is counseled by the Director of Student Experience regarding the seriousness of his/her conduct and is cautioned that future misconduct will necessitate further disciplinary action by the University.
2. **Disciplinary Probation:** Disciplinary Probation permits a student to remain at the University on condition that he/she complies with University policies and the conditions of the particular probation. The Director of Student Experience determines the provisions of the probation, which may be formalized in a behavioral contract.
3. **Suspension:** Suspension is a temporary loss of student status for a specified period of time up to two years with resultant loss of all student rights and privileges. A student on suspension may not attend classes nor attend any University-sponsored event. The student will be required to leave campus and not be permitted to return until the time of the suspension has elapsed. The student will also lose credit for subjects carried that semester. Fees and tuition will be forfeited according to the normal withdrawal policy. This disciplinary action will be recorded on the student's record in the Student Success Center.
4. **Expulsion:** Expulsion is a permanent termination of student status. A student shall receive a grade of F in all courses carried during the term he/she is expelled. Fees and tuition are forfeited according to the normal withdrawal policy. The action of expulsion will be recorded on the students' permanent record.

The Senior Director of Student Success may notify parents in serious disciplinary cases that could result in suspension or expulsion from the Residence Hall or University. This notification is for the purpose of protection of both the University and parents if a serious situation were to occur.

## SANCTIONS

Any suspension or expulsion may continue into the resident's next semester in Residence Life Housing or any other length of time as determined by an Administrative Hearing Officer.

Any violations of the Student Conduct Code (see Student Handbook) will result in further sanctioning, suspension and/or expulsion from Residence Life Housing.

**An incident report is not a warning!** In order for the paperwork to be completed and reviewed and for scheduling purposes, resident student is expected to see their Administrative Hearing Officer by the date given in the invitation letter. If a student does not make an appointment by the time given, or neglects to keep a made appointment without prior communication with their Administrative Hearing Officer a decision about the student's involvement with the incident will be made in their absence.

**Alcohol sanctions remain on a student's housing record as long as the student is a resident of University housing. The accumulation of 3 alcohol violations will result in a suspension or expulsion from University housing and/or the University.**

Sanctions can include, but are not limited to:

- **Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations. The student is counseled regarding the seriousness of his/her conduct and is cautioned that future misconduct will necessitate further disciplinary action by the University.
- **Disciplinary Probation** —permits a student to remain at the University on the condition that he/she complies with University policies and the conditions of the particular probation. The provisions of the probation, which may be formalized in a behavioral contract, are determined by the Student Conduct Administrator hearing the case. A student on disciplinary probation is normally placed on social suspension which means that the student is not permitted to participate in co-curricular activities, to hold an office in the Student Government Association or other University organization, participate in intercollegiate athletics, or serve on a University committee during the time of probation as designated by the sanction letter.
- **Loss of Privileges**—Denial of specified privileges for a designated period of time.
- **Fines**—Previously established and published fines may be imposed.
- **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions**—Work assignments, essays, service to the University, or other related discretionary assignments.
- **Residence Hall Reassignment**— A resident is required to move to a different Residence Hall in which case all visitation privileges in their former hall is revoked for an outlined period.
- **Residence Hall Suspension**—Separation of the student from the Residence Halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- **Residence Hall Expulsion**— Separation of the student from the Residence Halls indefinitely.

Each situation is different and these are merely guidelines for sanctions; therefore, each sanction is based upon the discretion of the Administrative Hearing Officer. The Administrative Hearing Officer reserve the right to assign additional sanctions depending on the situation and the cooperativeness of the individuals involved in the incident. Any violations that occur during the end of the semester, the night before or day of the closing of the building, or graduation are subject to the following sanctions over and above any regular sanctions. Additional sanctions to include police arrest, summer residency/visitation restrictions, triple the community service hours, and no limit on when sanctions can be assigned.