



CARDINAL STRITCH
UNIVERSITY

Student Handbook

2016-2017

Students are responsible for
knowing and understanding
the information in this
handbook.

Rights Reserved

The information contained in this handbook is accurate to the date of posting. The University reserves the right to make changes to its policies that it deems appropriate and necessary without revising the handbook. Nothing herein contained shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Trustees or the Administrative Offices of the University.

Compiled and edited by the Student Success Center 8/29/2016

CAMPUS DIRECTORY/MAP

A. CLARE HALL (CH)

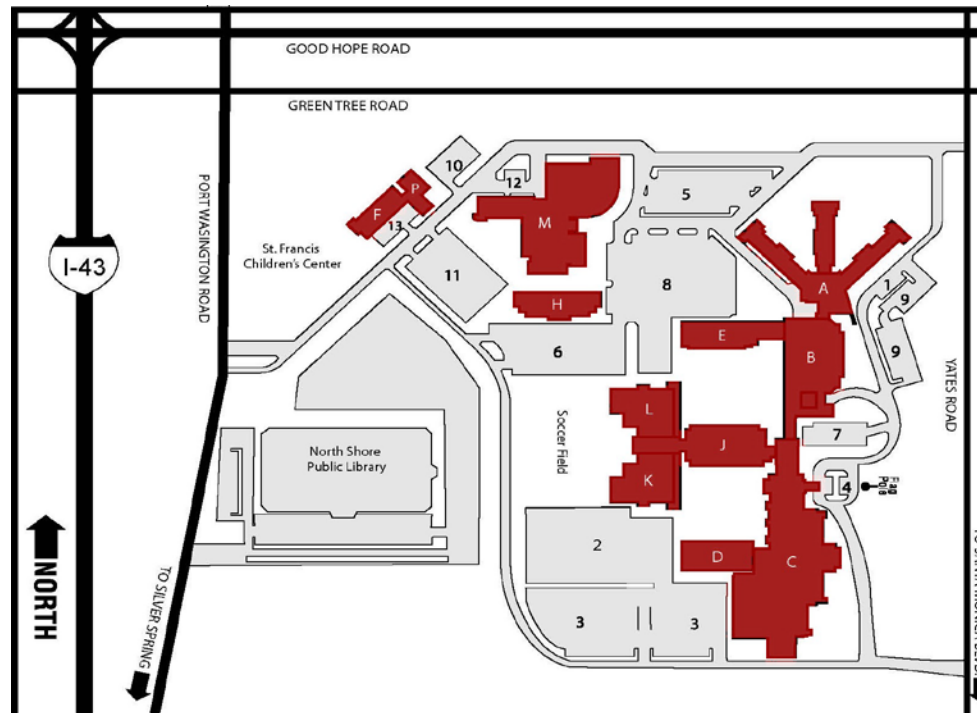
Business Offices
Clare Lounge
Clare Residence Hall
Human Resources
Mom's Room
Payroll
Residence Life Office
Student Success Center - Health Services

B. SERRA HALL (SH)

Blue Room
Board Room
Dining Services (Offices & Kitchen)
Meditation Garden
Serra Dining Hall (Cafeteria)
Exercise Studio
Facilities and Operations
Physical Plant (Maintenance)
Sam's Place (Lounge)
Staff Lounge
Vending Machines (Sam's Place)
University Archives

C. BONAVENTURE HALL (BH)

(Administrative Building)
Academic Affairs Office (Executive Vice President for Academic Affairs)
Academic & Career Advising (SSC)
Alumni Relations
Atrium
Business/Economics Department
Career Education
Chancellor
Chapel (Saint Francis of Assisi)
Classrooms
Classroom Support and Training
College of Arts & Sciences
College of Business & Management
College of Education and Leadership
Computer Labs
Computer Services
English Department
Enrollment Services
Facilities
Financial Aid
History/Political Science Department
Information Services/Institutional Research
International Education/Study Abroad (SSC)
Languages Department
Math/Computer Science Department
Office of Admissions (Undergraduate and Graduate)
Office of Information Services
Office of the President
Office of Facilities Coordination
Office of the Executive Vice President for Academic Affairs
Office of the Registrar
Office of Security
Office of University Communications
Office of University Marketing
One Stop Desk
Prior Learning Assessment
Psychology Department
Registration
Religious Studies Department
Regular Education Certification Department
Sister Camille Kliebhan Conference Center
Saint Clare Center for Catholic Life



C. BONAVENTURE HALL (BH) cont.

Saint Francis of Assisi Chapel
Security
Special Education Department
Sport Management Department
Stritch Copy Center
Student Success Center (SSC) – Bonaventure Hall
Technology Services
University Advancement
Welcome Desk (Main Entrance)
Wellness Center – Counseling Services (SSC)

D. DUNS SCOTUS HALL (DS)

Classrooms
Religious Studies Offices

E. ROGER BACON HALL (RB)

Classrooms
Ruth S. Coleman College of Nursing
Natural Sciences Department

F. POWERHOUSE (PH)

Engineer Office

H. ASSISI HALL

Residence Hall

J. O.W. CARPENTER CAMPUS CENTER (CC)

Alfred S. Kliebhan Great Hall
Bookstore
Conference Room J114
Experiential Learning (SSC)
Mail Room
Mission Engagement (SSC)
SGA (Student Government Association) Office
Student Affairs (SSC)
Student Success Center – Campus Center
Student Success Center – The UC
Student Union
University Ministry (SSC)
Walter Schroeder Auditorium

K. FIELDHOUSE (FH)

Athletic Offices
Fitness Center
Stritch Gymnasium

L. LIBRARY (LIB)

Franciscan Center and Library
Library Information Commons
L-205 (Classroom)
Switch Consortium Office
M. JOAN STEELE STEIN CENTER FOR COMMUNICATION STUDIES/FINE ARTS (CFA)

Art Department
Communication Department
Kendall Theater Fine Arts Box Office
Music Department
Theater Department
Northwestern Mutual Art Gallery
Nancy Kendall Theater
Radio Lobo
Vending Machines

P. READING CENTER (RC)

PARKING LOTS

General Parking 6, 11, 5 (overnight), 5 p.m. – midnight and all day on weekends are 2, 7, 10, 12

Assisi Hall Residents 6

Clare Hall residents 1, 9

Commuter Students 3, 8

Employees 2, 7, 12 (M-F 7 a.m. – 5 p.m.)

Stritch Visitors 3 (northeast edge of lot)

Reading Center 10 (M-F 7 a.m. – 5 p.m.)

CITY CENTER (downtown):
1027 W 10th Street, Milwaukee

College of Education & Leadership
Educational Leadership Department
Graduate Education Department
Leadership Center
Literacy & Language Department
Urban Education department

Contents

CAMPUS DIRECTORY/MAP	2
UNIVERSITY OVERVIEW.....	9
Mission	9
Vision of the Sisters of St. Francis of Assisi for Cardinal Stritch University.....	9
Commentary	9
University Motto	10
The Cardinal Stritch University Seal	10
Our Franciscan Values.....	10
2016-2017 Value of the Year – Making Peace	10
Commitment to Non-Discrimination	11
Accreditation.....	11
ACADEMIC SERVICES.....	12
Academic Information and Policies.....	12
Address/Name Change	12
Conferences with Faculty.....	12
Library	12
Registration for Classes.....	13
Drops, Adds and Withdrawals.....	13
Please refer to the current University catalogs at www.stitch.edu/catalogs	13
Payment of Fees.....	13
STUDENT SUCCESS CENTER.....	14
Academic and Career Advising.....	14
Academic Advising	14
Student Support.....	15
Academic Support.....	15
Accessibility Services.....	15
Experiential Learning and Career Education.....	16
Experiential Learning.....	16
Career Education.....	16
Student Affairs	16
Residence Life	16
Wellness Center	17
International Education and Study Abroad.....	19
Multicultural Affairs	19

Mission Engagement.....	19
University Ministry.....	19
Retention.....	20
CAMPUS LIFE AND SERVICES.....	21
Athletics.....	21
Art Gallery (Northwestern Mutual Art Gallery).....	21
The Bean (Coffee House).....	21
Bookstore.....	21
Bus Transportation.....	22
Business Office.....	22
Childcare.....	22
Copy Services/Copy Machines.....	22
Copy Services.....	22
Dining Services/Vending.....	23
On-Campus Meal Options for Students.....	23
Microwaves/Vending Machines.....	23
Special Event Orders/Catering.....	23
The Franciscan Center.....	23
The Franciscan Library.....	24
I.D. Cards.....	24
Lockers.....	24
Commuter Lockers.....	24
Art Department Lockers.....	24
Lost and Found.....	24
Lounges.....	24
Mail Room.....	24
Music Groups and Performances.....	25
Office of Facilities Coordination/Room Reservations.....	25
Office of Information Services.....	25
Computer Labs.....	25
My.Stritch.....	25
Canvas Learning Management System.....	26
Account Information and Password Change.....	26
Appropriate Use.....	26
Email.....	26

Network Access.....	26
Parking and Vehicle Registration	27
Parking/Driving Restrictions.....	27
Vehicle Registration	27
Physical Plant/Maintenance Department.....	27
Security.....	27
Safety Services and Information	27
Reporting Crimes and Emergencies	28
Security Office Patrols.....	28
Escort Services.....	28
Crime Alerts.....	28
Crime Prevention Education	29
Operation Identification.....	29
Campus Crime Log.....	29
Fire Log.....	29
Student Responsibility	29
Crime Prevention	30
Crime Statistics.....	32
Theater Performances	32
STUDENT INVOLVEMENT	33
Campus Mascot.....	33
Social and Greek Organizations	33
Student Government Association (SGA)	33
SGA’s Policy Regarding Funding Student Participation in SGA Sponsored Clubs and Programs	33
Student Program Board (SPB)	34
Student Clubs and Organizations.....	34
Asian Student Association.....	34
Black Student Union (BSU).....	34
Boxing Club.....	34
Genesian Players.....	34
Hispanic Club.....	35
Hispanic Professionals of Greater Milwaukee Student Chapter (HPGM)	35
International Student Organization (ISO)	35
Judo	35
Kappa Sigma Fraternity.....	35

Live Action Role Play Club	35
Mathematics & Computer Science Club (MATCS)	35
Model United Nations (MODEL UN)	36
Multicultural Student Nurses Association.....	36
Philosophy Club.....	36
Pre-Professional Club (Pre-Med).....	36
Psychology Club	36
Radio Lobo.....	36
Residence Hall Association (RHA)	36
S.A.F.E. (Sexual Advocacy For Everyone)	37
Sigma Gamma Rho	37
Sociology Club	37
Stritch A Cappella “The Howlers”	37
Stritch Sport Management Association (SSMA).....	37
Student Athletic Advisory Council (SAAC).....	37
Student Nursing Association (SNA)	37
Student Wisconsin Education Association (Student WEA)	38
Students for Justice in Palestine	38
Students in Free Enterprise (SIFE).....	38
Veterans Student Organization.....	38
Zeta Sigma Rho Sorority Interest Group	38
Other Campus Opportunities for Involvement.....	38
Alternative Spring Break	38
Christian Students Ecumenical Leadership	38
Franciscan Student Leadership Pilgrimage	38
International Service Trips	38
Peer Advisors.....	39
UNIVERSITY POLICIES	40
Academic Integrity Policy.....	40
Activity-Related Student Absence Policy	40
Co-Curricular Events.....	40
Religious Observances	40
“After Hours” Use of University Facilities	40
Campus Dress Code.....	41
Email Policy	41

Disability Policy	41
Emergency Procedures	41
Emergency Messages	41
Fire and Emergency Evacuation	41
How to Get Emergency Help	42
Health Issues	42
Entrance Health Status Requirements	43
Family Educational Rights and Privacy Act (FERPA)	43
Missing Student Policy	43
Non-Academic Grievances	44
Nondiscrimination/Harassment Policy	44
Response to Harassment/Discrimination	45
Posting Policy	45
Pregnancy and Other Medical Conditions	46
Presenter Policy	47
Property Damage	47
Service & Emotional Assistance Animal Policies and Guidelines	47
Definitions	47
Students Using a Service Animal on Campus	48
Students Requiring an Emotional Assistance Animal on Campus	48
Accommodation Approval Process	48
Residence Life's Emotional Assistance Animal Expectations	49
Exclusions	50
Removal of Animal	50
Student Workers Policy	51
Unattended Children on Campus	51
Wellness Check-In Policy	51
STUDENT CONDUCT POLICIES	52
Administrative Medical Withdrawal	52
Administrative Withdrawal (General)	52
Alcohol and Other Drug Policy/Student Policy Statement	52
Philosophy	53
Academic University Sponsored Events	53
Social University Sponsored Events	53
Student Standards of Conduct Related to Alcohol and Other Drugs	54

Alcohol Sanctions	55
Drugs	56
Drug Convictions Make Student Ineligible for Financial Aid	58
Intervention for a Suspected Alcohol and/or Other Drug (AOD) Problem	58
Health Effects of Alcohol and Other Drugs	59
State of Wisconsin Federal and Legal Sanction.....	61
Stritch AOD Resources	61
Alcohol/Drug Abuse – Community Referral Agencies	61
Selected Treatment Agencies	61
Disruptive/Threatening Behavior Policy	62
Disruptive Behavior	62
Threatening Behavior	63
Response and Intervention	63
Firearms Policy	64
Sexual Harassment and Misconduct Policy (Including Sexual Assault)	64
Identifying Sexual Misconduct	64
Guidance in Violent Sexual Misconduct Situations.....	67
<i>Wisconsin’s Crime Victims’ Rights and Services</i>	67
<i>Minnesota’s Crime Victims’ Rights and Services</i>	68
Reporting/Complaint Process	68
Review/Grievance Process	69
Appeals.....	70
Smoking Policy	70
Student Conduct Code	70
Student Conduct Code Violations	72
Administrative Hearings.....	72
Sanctions in Disciplinary Cases.....	74
INDEX.....	75

UNIVERSITY OVERVIEW

Mission

Cardinal Stritch University, sponsored by the Sisters of St. Francis of Assisi and rooted in the liberal arts tradition, transforms lives and communities through servant leadership, learning and service. The University is guided by the Catholic, Franciscan values of creating a caring community, peacemaking, showing compassion and reverencing creation as we embrace and cultivate the diversity of all of God's creation.

Vision of the Sisters of St. Francis of Assisi for Cardinal Stritch University

Rooted in the values of Catholic Christianity and inspired by the Spirit of St. Francis and St. Clare of Assisi and the heritage of the Sister of St. Francis of Assisi, Cardinal Stritch University is an academic community called to transform individuals to "approve the better things" as they discover their purpose in life.

The University encourages academic excellence, along with intellectual, spiritual and social growth among its entire community – faculty, staff, and students of all ages, faiths and ethnic backgrounds.

Commentary

Cardinal Stritch University grounds its liberal arts program and its core activities of teaching, learning, scholarship and service in the Catholic faith which affirms the goodness of all creation and views human personas as created in the image of God and endowed with individual dignity. The University's intellectual tradition seeks to integrate faith and reason, faith having its source in the mission of Jesus, who was sent so that all "might have life and have it more abundantly," and reason, drawing on theological, philosophical, ethical, and scientific principles.

In relationship with the Catholic Church through the Sisters of St. Francis of Assisi, the University focuses on what Pope John Paul II calls "a full search for truth" (*Ex Corde Ecclesiae*) in all forms. In a dialogue between faith and reason, the University seeks to expose its students to transcendental truths, the Catholic and Franciscan intellectual traditions, and the principles of Catholic social teaching in an academic community that values freedom of inquiry and civil, critical discussion.

As a Catholic University in the Franciscan tradition, Cardinal Stritch affirms a vision of God that emphasizes goodness and love. Flowing from its belief in the Incarnation – God made present in human history in the person of Jesus Christ – the University recognizes that learning must be in the context of our present experience of humanity in the world. As a Franciscan learning community, it attempts to engage students and faculty by way of the HEART (governing interpersonal and inter-relational activities), and the HEAD (dealing with facts, science, and reason). Hence, the University seeks to create an environment in which its faculty, staff, and students "strive to join charity and knowledge so that the human person might be both knowledgeable and loving," in the worlds of St. Bonaventure, a Franciscan scholar.

The University values diversity and welcomes individuals of all faiths and spiritual traditions, encouraging involvement of its personnel in ecumenical and interfaith dialogue, i.e., honest and respectful exchange of faith understandings. The specific Franciscan values, derived from the Gospels and given prominence at Stritch, are those of creating a caring community, showing compassion, reverencing all of creation, and making peace.

In line with Catholic social teaching, the University stresses concern for the poor or marginalized, and stands ready to remediate unjust systems where possible. It also places special emphasis on the values of hospitality, courtesy, kindness, and friendship, supporting multicultural diversity among faculty, students, and staff, and a welcoming attitude toward persons with disabilities, and disadvantaged and disenfranchised persons. Finally, the University offers programs on these values for its personnel, recognizing that, only when their acceptance has been achieved campus-wide, can Stritch be a Catholic University in the Franciscan tradition.

University Motto

The motto of the University, as inspired by the words of St. Paul, is *Ut Probetis Potiora* – that you may approve (value) the better things. A more contemporary translation of Scripture reads: “That you may discern and do more powerful deeds.” The University colors are Red, Grey and Black.

The Cardinal Stritch University Seal

Used on all official documents such as diplomas, the University seal has historical significance and is symbolic of intellectual and spiritual growth and Franciscan ideals and values. The central shield represents Christ, the wings to the right and left signify the Seraphic Father, St. Francis of Assisi. The founder of the Franciscan movement within the Catholic faith, St. Francis emphasized the values of compassion for others, creating a caring community, reverence for creation, and peacemaking.

The main message of this seal is growth in and through Christ by following the Franciscan ideals. The lamp in the middle honors St. Clare of Assisi, co-founder of the Franciscan tradition. It was Clare, whose name means “Light,” after whom the University was originally named. The pectoral cross references Samuel Cardinal Stritch, former Archbishop of Milwaukee and friend of the Sisters, whose name the University now bears.

The shield is flanked by sprays of laurel and oak above a banner. Oak and laurel wreaths, drawn from Greco-Roman mythology, are symbolic of artistic, athletic, intellectual growth and excellence. Emblazoned on the banner is the University motto, *Ut Probetis Potiora*, which translates “To value the better things.”

The University seal was researched and developed by Bill Carman, former chair and associate professor, and Peter Galante, associate professor, two faculty members of the art department. The seal appropriately carries forward central elements of the original seal, which was designed by Sr. Mary Thomasita Fessler, the founder and former chair of the art department.

Our Franciscan Values

Francis and Clare acknowledged God as Creator and all humankind as made in the Divine image. Nourished by their lives of prayer and reflection and focused on the example of Jesus Christ, they offer a model of cooperation and inclusivity. In this spirit, we invite persons of diverse faith backgrounds to embrace and live the Franciscan Values of our University.

Creating a Caring Community – Respecting each person’s dignity; offering hospitality, courtesy, kindness, and friendship; fostering loving relationships.

Showing Compassion – Serving and caring for the poor and oppressed; working for justice; taking responsible social action; offering unselfish service.

Reverencing all of Creation – Fostering a simple lifestyle and responsible stewardship; preserving the environment; respecting all creatures.

Making Peace – Forgiving others; healing and reconciling; resolving conflicts; promoting non-violence.

2016-2017 Value of the Year – Making Peace

Inspired by the lives of St. Francis and St. Clare, we make peace by:

- Forgiving others
- Healing and reconciling
- Resolving conflicts
- Promoting non-violence

Commitment to Non-Discrimination

Cardinal Stritch University, in accordance with applicable provision of federal law, does not discriminate on grounds of race, religion, color, national origin, sex, age, sexual orientation, creed or handicap in the administration of any of its educational programs or activities, including admission or with respect to employment.

Accreditation

Cardinal Stritch University is accredited by the Higher Learning Commission and is a member of the North Central Association, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60602, phone: (800) 621-7440 or (312) 263-0456, fax: (312) 263-7462, www.ncahigherlearningcommission.org; the Association of Collegiate Business Schools and Programs; the National Council for Accreditation for Teacher Education; the Wisconsin Department of Public Instruction; Accreditation Commission for Education in Nursing; the Commission on Collegiate Nursing Education. The Ruth S. Coleman College of Nursing Associate Degree in Nursing is approved by the Wisconsin State Board of Nursing. The Bachelor of Science in Nursing program has been approved to admit students and begin offering courses.

Cardinal Stritch University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota statutes, sections 136a.61 to 136a.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

State Authorization for Distance Education

Federal and state regulations require that all institutions of higher education comply with existing state laws affecting the delivery of distance education (online and correspondence) degrees, programs and courses. These regulations may limit Cardinal Stritch University's ability to offer distance education opportunities to students whose physical presence is in a state other than Wisconsin. As these regulations are continuously evolving, Cardinal Stritch University makes every effort to maintain compliance. Students seeking to enroll in an online education program who reside outside the state of Wisconsin, but within the United States, District of Columbia, and U.S. Territories (excludes international locations), should check the University's state authorization status.

ACADEMIC SERVICES

Academic Information and Policies

Please refer to the current **Cardinal Stritch University Undergraduate Catalog**, www.stritch.edu/catalogs/, for all academic information and policies including the following:

Academic Degree Programs	Administrative Withdrawal
Academic Policies	Attendance
Academic Integrity	Credit for Extra-Institutional Learning
Academic Honors	Examinations and Grades
Dean's List	Financial Aid
Honor Societies	Graduation and Commencement Information
Academic Options	

The **Academic Calendar** can be found online at www.stritch.edu/academiccalendar.

The **Exam Schedule** can be found online at www.stritch.edu/schedules.

Address/Name Change

Address changes may be made through My.Stritch. After logging on, go to Personal Info and click on the Biographical Info tab, then click on the Edit icon to change your personal information.

Due to recently enacted regulations that require enforcement of state laws affecting distance education (online and correspondence) programs and courses, changing your residency status while enrolled in an academic program could impact your continued and/or future enrollment at Cardinal Stritch University. It is your responsibility to update the University with any changes to your residency by notifying your academic advisor prior to moving. Please view the state authorization page for more information.

Name change requests must be made in writing and include a signature. Requests may be faxed, (414) 410-4088, or mailed to Cardinal Stritch University, Office of the Registrar, 6801 N Yates Road, Milwaukee, WI 53217.

Conferences with Faculty

All faculty members are available for conference. Full-time faculty members officially designate three hours each week when they are available in their offices. These times are announced in class and are posted at their offices. Other hours for conferences are arranged by appointment.

Library

The University Library provides a wide variety of materials and services to its user community. It is located in the building complex which includes the Fieldhouse and Campus Center. The Library is staffed with professional librarians along with other professional, support and student employees who assist patrons in a number of ways. Patrons may check at the reference desk with information needs or questions about library services.

The Library's holdings include more than 142,000 items in a variety of formats as well as more than 5,600 periodical titles in paper, micro, or online formats. The Library also houses the instructional materials center with children's literature, and primary and secondary instructional materials.

The Franciscan Center Office and library collection, which reflect the life and impact of Saint Francis in daily life, are also located in the Library facility.

Stitch is a founding member of the Southeastern Wisconsin Information Technology Exchange (SWITCH), which links eight area academic libraries sharing a single online catalog called TOPCAT. Student may request materials from any of the SEITCH libraries directly through the online catalog. SWITCH provides a delivery service for these materials across the consortium with next-day service on weekdays. Student may request any material that circulates, or may request copies of articles from periodicals.

A current University ID card and a self-generated PIN # are necessary for most on-site and remote library services. While the Library is open to the public during its normal business hours, a community or alumni card may be required for some services. The patron is responsible for all materials checked out on his/her ID card.

The Library offers a wide variety of services to its local and remote patrons through its web site found at www.stitch.edu/Library a growing list of online databases, indexes, and electronic resources can be found here in topic areas such as business, education, general research, healthcare, humanities, law, news, science, and social sciences. The web site also offers information about library services, online transaction forms, material delivery guidelines for remote students, guides to library use, electronic reserves, and assistance with internet searching. Online reference is also available through e-mail and chat software. A growing set of electronic books and reference titles is also available through the TOPCAT online catalog.

Other Library services include information literacy instruction sessions, group study rooms, reserves, interlibrary loan, limited general computing access, assistive technology for students with visual impairments, and a limited number of laptops for short-term loan to students.

While some materials do not circulate outside the Library facility, photocopiers as well as online full text materials are available to users.

Wireless computing access is available in all public areas of the Library. The first level of the library contains an Information Commons intended to be a flexible, technology-infused gathering space to reinforce the academic experience of students. The second floor is reserved for traditional quiet study.

Assistance is provided to the university community in maintaining academic integrity in learning and research via our NoodleTools citation management and Turnitin plagiarism management platforms.

Registration for Classes

Stitch strives to make academic advising and course registration an understandable and supportive process for students. Toward this end, most students have multiple advisors working with them to assist with their academic planning and schedule. However, while students have various advisors on campus to help them with their degree requirements, it is the students' sole responsibility to ensure they meet all requirements for their degree.

Students must resolve all financial obligations and be fully admitted to the University prior to registering for classes.

For questions about how to register for classes, students should contact the Registrar's Office at 414-410-4081.

Drops, Adds and Withdrawals

Please refer to the current University catalogs at www.stitch.edu/catalogs

Payment of Fees

Full payment of fees in the Business Office, the signing of a deferred payment contract, or the presentation of a Financial Aid Award Letter is required by the due date. A late fee is charged for payments made after the due date.

STUDENT SUCCESS CENTER

Cardinal Stritch University is committed to the education of the total person. It is our belief that a student's intellectual development must be enhanced and complemented by physical, emotional, cultural, social and spiritual growth. Toward this end, the Student Success Center intentionally brings together a number of both academic and student development areas to provide dynamic student-driven services and experiences designed to develop each student's capacity to achieve academic success and discover his/her purpose.

The Student Success Center is comprised of a number of major areas including: Academic Advising, Student Support, Experiential Learning and Career Education, Student Affairs, Mission Engagement, and Retention. The center is led by the Senior Director of Student Success who also assists students in resolution of non-academic concerns, serving as a liaison between the administration and students on matters concerning student life at Stritch. The Senior Director of Student Success also serves as the University Title IX Coordinator.

All University policies pertaining to student life are available through the Student Success Center. Questions regarding University policies and student programs can be directed to the Senior Director of Student Success.

Academic and Career Advising

The department of Academic and Career Advising uses an advising approach that assists students in connecting their academic and career goals as they navigate through their experience at Stritch. It includes functions such as academic advising for all undergraduate students as well as graduate students in the College of Business and Management, collaborative efforts with professional faculty advisors in all colleges, and career exploration and counseling services.

Academic Advising

Stritch strives to make academic advising and course registration an understandable and supportive process for students. Upon entering the University, all undergraduate students as well as graduate students in the College of Business and Management, are assigned to work with an academic advisor in the Student Success Center. The advisors work with students to set up both academic and career goals, identify strategies and experiences that promote them and ultimately craft a graduation plan that helps in the attainment of them. The advisors collaborate with a career counselor who directly advises undecided students and assists in developing career exploration processes and programs that complement and support the conversations students have with either their academic or departmental advisors. Note:

Students enrolled in graduate programs in the College of Arts and Sciences, the College of Education and Leadership and the College of Nursing and Health Sciences work with an assigned program advisor within the college.

Student Support

The department of Student Support provides holistic support to all students so they are best prepared to be successful at Stritch. It includes functions such as academic support offered by professional tutors, peer tutors, supplemental instruction and an online writing lab, as well as coordinated accessibility.

Academic Support

The Academic Support Center offers free tutoring services to all Cardinal Stritch University students. The center provides professional, individual assistance to help students in a variety of areas. The staff can help students discover the needed study strategies for a specific course, teach them to become effective writers, and aid in improving reading comprehension.

Accessibility Services

Students with disabilities which affect learning and require classroom accommodation (e.g. restricted eyesight requiring large print texts) should refer to the Disability Services section of the Stritch website and/or contact the Accessibility Services Coordinator to discuss their needs and make arrangements for necessary accommodations. This office serves as a liaison between pertinent offices on campus and community agencies to help meet the needs of the disabled student population. Services also include arranging for appropriate support in collaboration with faculty and assisting students in advocating for themselves.

Students with emotional disabilities requesting classroom accommodations should consult with a professional counselor in the Wellness Center. Supportive counseling, referral services, and arrangements for classroom accommodations are available.

Resident students with special housing needs should notify a Residence Life Coordinator as to their disability.

Experiential Learning and Career Education

The department of Experiential Learning and Career Education works to embed experiential learning and career/vocation readiness into each student's experience at Stritch in a continuous and developmental way.

Experiential Learning

Stritch values experiential learning both in and out of the classroom and views it as a way for students to gain both formative and practical experience that shape their educational endeavors and make their Stritch experience unique. There are many opportunities for students to engage in experiential learning including activities such as volunteer initiatives, service learning and internships and vocational programs

Urban Fellows Program

The Urban Fellows Program offers students the ability to make a difference right now in their community. Participants gain a full experience of the urban environment by working and learning alongside urban leaders in non-profit and civic agencies or organizations. This program provides an excellent way for students to use their federal work-study funds in employment off campus.

Career Education

The Student Success Center affirms the importance of career readiness as a significant outcome of the collegiate experience and fosters a learning environment where all members of the University community gain understanding of work through the career development process. Through value-centered counseling, education, and outreach activities, , individuals gain self- knowledge, set goals, and confidently implement related strategies.

Resources available include:

- Career assessments and interpretations
- Career exploration materials and job postings via resource library and web site
- Major or career counseling
- Job search strategy development
- Résumé/career document critiquing
- Mock interviews
- Salary negotiations
- Job fairs
- Recruitment connections and networking opportunities
- Classroom or group presentations on career development topics
- Information on internships and internship preparedness

For more information, contact the Director of Experiential Learning and Career Education

Student Affairs

The office of Student Affairs offers diverse hallmark experiences to support students' educational activities and aid in their personal development. In addition, the department oversees the institution's conduct policies and creates a supportive environment where all students can be successful. It is led by the Dean of Students and includes functions such as residence life, student activities, international education and study abroad, , multicultural affairs, wellness center, and career education.

Residence Life

Both Clare and Assisi Halls are staffed by residence life professionals and student Resident Assistants, all of whom provide personal support and student development programming opportunities for residential students. They are also responsible

for the enforcement of all University policies pertaining to residence life. Room and board contracts can be obtained from the Stritch website and/or a Coordinator of Residence Life.

Commuting students who wish to stay on campus overnight may do so if a room is available. Arrangements for accommodations are to be made at least one day in advance with a Residence Life Coordinator, although every effort is made to accommodate last-minute requests in inclement weather. Non-residents must be accompanied by a resident student or registered as an overnight guest. Detailed information regarding residence hall policies and procedures is provided in the Residence Hall Handbook, which is available on-line.

Clare Hall

Clare Hall offers housing for more than 280 men and women. The building contains formal and informal lounges, laundry facilities (workout rooms???) and the Den. The Den is an informal gathering area with a TV, pool table, games and also sells pizza and beverages. Residents' rooms are wired for cable TV and Internet access. Both single and double rooms are available, with beds, wardrobe closets, and desks furnished for all residents.

The main entrance of Clare Hall is locked 24 hours a day. The Clare Hall resident's access code will open the outside Clare Hall entrance and the south Clare Lobby entrance. Resident's room key will also open the entrance at the west end of Roger Bacon. Phones are located at each entrance, which serve to provide direct contact with the Department of Security in the event of an emergency. All other exterior entrances to Clare Hall are alarmed 24 hours a day. The main Clare Hall entrance has a door buzzer system that allows the Residence Hall desk employees to provide entry to the building.

Assisi Hall

Assisi Hall is a residence hall on campus that accommodates approximately 100 sophomore and above students. The air conditioned, furnished building includes three floors that feature a variety of room types, each wired for cable TV and Internet access. The lower level also includes a lounge and workout facilities, in addition to laundry and cooking areas on the first floor.

The main entrance of Assisi Hall is locked 24 hours a day. The Assisi Hall resident's access code will open the outside door of Assisi Hall. The resident student's room key will also open the entrance at the west end of Roger Bacon. Phones are located at each entrance, which serve to provide direct contact with the Department of Security in the event of an emergency. All other exterior entrances to Assisi Hall are alarmed 24 hours a day.

Wellness Center

The Wellness Center is a collaborative area of Student Affairs that brings together aspects of wellness including counseling and mental wellness as well as student health services.

Counseling and Mental Wellness

Short-term personal counseling and referrals are provided by licensed professional counselors through this office. Appointments are free and confidential and can be scheduled by calling 410-4097 or email ljhempe@stritch.edu. Supportive/educational groups for new returning adult students, students interested in increasing self-esteem, decreasing anxiety and stress, students raised in dysfunctional families, students with alcohol or other drug use concerns, and others are conducted as needed throughout the academic year. The alcohol and other drug prevention program is also directed through this office.

Student Health Services

Health and wellness services are confidential and provided by a registered nurse as well as a nurse practitioner. Staff can help students determine if they need to seek medical care and can give local provider information. They can also help students understand their medication or medical procedures, or learn ways to stay healthy.

Services include treatment for minor illnesses and injuries, immunizations, TB skin testing, strep throat testing, and pregnancy testing. Referrals to physicians, dentists or other community resources are available. Programs and information on such topics as nutrition, STIs, fitness, and specific women's and men's health issues are conducted throughout the academic year and are also available on request.

Health Services is open Monday thru Friday during the academic year. For evening or summer hours, please call Health Services at 410-4097. Health Services does enforce a Missed Appointment Policy. This policy applies to anyone with a scheduled appointment and will be explained at the time the appointment is made. If you have a medical emergency, please call 911.

Meningococcal Meningitis and Hepatitis B Vaccine Requirement

The General Assembly of the State of Wisconsin mandates that each postsecondary institution in the state provide information concerning Hepatitis B infection to all students entering the institution for the first time. Students, who will be living in on-campus housing, must also be informed about the risk of meningococcal meningitis infection. The required information below includes the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The information concerning these diseases is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

A. Hepatitis B (HBV) Immunization

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure and even death. The disease is transmitted by blood and/or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infections. A series of three (3) doses of vaccine is required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV Vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

B. Meningococcal Meningitis

Meningococcal disease is a rare but potentially fatal bacterial infection, expressed as either meningitis (infection of the membranes surrounding the brain and spinal cord) or meningococcemia (bacteria in the blood). Meningococcal disease strikes about 3,000 Americans each year and is responsible for about 300 deaths annually. The disease is spread by airborne transmission, primarily by coughing. The disease can onset very quickly and without warning. Rapid intervention and treatment is required to avoid serious illness and/or death. There are 5 different subtypes (called Serogroups) of the bacterium that causes Meningococcal meningitis. The current vaccine does not stimulate protective antibodies to Serogroup B, but it does protect against the most common strains of the disease, including Serogroups A, C, Y, and W-135. The duration of the protection is approximately three to five years. The vaccine is very safe and adverse reactions are mild and infrequent, consisting primarily of redness and pain at the site of injection lasting up to two days.

The Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control and Prevention (CDC) recommends that college freshmen (particularly those who live in dormitories or residence halls) be informed about meningococcal disease and the benefits of vaccination and those students who wish to reduce their risk for meningococcal disease be immunized. Other undergraduate students who wish to reduce their risk for meningococcal disease may also choose to be vaccinated.

For more information about Meningococcal Meningitis and Hepatitis B disease and vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at www.cdc.gov/health/default.htm.

International Education and Study Abroad

Student Affairs is dedicated to helping students learn about diverse world cultures. International students seeking information, logistical guidance, social and/or visa support or students seeking information regarding study abroad programs may contact the Coordinator of International Education and Study Abroad to learn about offerings and procedures.

Multicultural Affairs

The Multicultural Affairs office facilitates educational events and activities that promote inclusivity, cultural competence and celebrate diverse populations. In addition, the Multicultural Programs Coordinator is a resource to students, helping to connect them with resources and gain knowledge that will aid in the enhancement of their well-being, encourage self-discovery and support their intellectual proficiency and academic success.

Mission Engagement

The department of Mission Engagement offers programming for students, staff and faculty that promote the understanding and embracing of the University's mission by the entire institutional community. It includes functions such as Mission Integration, University Ministry and its associated activities, the liturgical life of campus and various leadership and learning communities.

Leadership Development, Reflection, and Service Initiative (LDRS Initiative)

The LeaDeRS living-learning community provides freshmen students with the opportunity to build community, develop relationships, and become engaged in programs that will enhance their experience at Stritch. This initiative was created for students who meet one of the following criteria: is a first generation student, is eligible for a Federal Pell Grant, or self-identifies as a student of color.

Students take courses that meet the general education core requirements with up to 30 peers while they explore the themes of leadership development and the world around them. Additionally, this learning community strengthens academic performance and fosters a sense of community and belonging by offering: a community of peers, early orientation and move-in, a supportive environment with increased access to faculty and staff, special social and cultural events and multiple leadership and service experiences.

Franciscan Servant Scholars Program

The *Franciscan Servant Scholars* program is a program for full-time undergraduate students at Cardinal Stritch University who seek to develop their faith and grow in service as they discern a career path. Rooted in the Catholic Franciscan heritage and values of the University, this **integrated education and formation program is open to students of all faiths and majors** who seek to connect their academic coursework with service to community, working for peace and social justice, engaging in theological reflection, faith sharing and other formative experiences. The dollar amount of this scholarship varies and is renewable annually.

University Ministry

University Ministry is rooted in the Catholic tradition. Challenged by the Gospel and our common human dignity as created in God's image and likeness, it is commissioned to offer a welcoming environment and supportive ministries to all members of the University community, inclusive of all religious and faith traditions.

University Ministry:

- Works to create a caring community that supports and deepens spiritual development among Stritch students, faculty and staff, clarifying, validating and making meaning of experiences.
- Provides worship and prayer opportunities.
- Companions persons through life's challenges, celebrations, and crises.
- Invites and challenges each person to mature as an authentic person of conscience.

- Walks with people in their processes of internalizing faith.
- Offers experiences to develop principled leaders who work towards a just and peaceful world.

University Ministry accomplishes this through demonstrating the Franciscan values and reflecting upon them, offering diverse worship opportunities, interfaith and ecumenical experiences, prayer services, Bible studies, praise and worship services, retreats, service trips and reflection, alternative spring breaks, discussion, leadership conferences, initial sacramental preparation and reconciliation, fellowship, pastoral care, counseling and spiritual guidance, conflict resolution/mediation and promoting good stewardship of resources.

Persons of all faiths are invited to participate in the worship services and other activities offered by University Ministry. These include liturgies, retreats, scripture sessions, community service, outreach programs, faith inquiry, counseling, spiritual direction and personal growth.

University Ministry highlights the heart of Stritch: the spirit of St. Francis of Assisi. It's "People CARING about People." As individuals listen and search for life's meaning and celebrate worship together the Gospel comes alive on the Stritch campus.

University Ministry is engaged in a multicultural approach to leading the Stritch community in approving the better things of affirming justice, protecting equality and committing to the open acceptance and sharing of cultural and religious diversity.

Persons of all faiths are invited to participate in the worship services and other activities offered by University Ministry. Contact with nearby ministers of other faiths can be made through University Ministry.

Retention

Retention is an area within the Student Success Center that facilitates a University-wide effort to continuously increase student retention and graduation through direct outreach, outcomes assessment and analysis. The University Retention Coordinator works with divisions, departments and programs across the University to coordinate retention-related initiatives and to provide student-centered service to meet the needs of all student populations.

CAMPUS LIFE AND SERVICES

Athletics

The Athletic Department oversees intercollegiate athletics. Cardinal Stritch University is a member of the National Association of Inter-collegiate Athletics (NAIA) with teams being members of the Chicagoland Collegiate Athletic Conference and the Men's Volleyball team being a member of the Mid-American Men's Volleyball Intercollegiate Conference (MAMVIC). Through its "Champions of Character" initiative, the NAIA seeks to create an environment in which every student-athlete, coach, official, and spectator are committed to the true spirit of competition through the five core values: respect, integrity, responsibility, servant leadership and sportsmanship. The University is proud of its student athletes who have distinguished themselves not only in their athletic performance on the local, state and national level, but also as national scholar athletes. Tickets to home games are free to Stritch students. Contact the Athletic Director at 414-410-4839 for more information on all sports.

Stritch has seven intercollegiate men's teams: basketball, cross country, golf, soccer, tennis, track and field and volleyball. Teams competing against our University in the Chicagoland Collegiate Athletic Conference include: Judson, Trinity International, St. Francis, Trinity Christian, Robert Morris, St. Xavier, Olivet Nazarene, Purdue - Calumet, Purdue - North Central, Calumet St. Joseph, Indiana - South Bend, and Illinois Institute of Technology.

Stritch has eight intercollegiate women's teams: basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball. Teams competing in the Chicagoland Collegiate Athletic Conference include: Judson, Trinity International, St. Francis, Trinity Christian, Robert Morris, St. Xavier, Olivet Nazarene, Purdue - Calumet, Purdue - North Central, Calumet St. Joseph, Indiana - South Bend, and Illinois Institute of Technology.

Art Gallery (Northwestern Mutual Art Gallery)

Cardinal Stritch University gallery hours are Sunday-Friday, noon to 4 p.m. or by appointment (414-410-4105) during Exhibitions. Students are cordially invited to attend the free lively opening receptions and enjoy live music, food and beverages while visiting with the artists who create the outstanding work exhibited. For dates and times check the Stritch website.

The Bean (Coffee House)

The Bean is Cardinal Stritch University's coffeehouse. Located in the Student Union, The Bean features Stone Creek coffees, teas, Chai tea, and espresso drinks.

Bookstore

The Cardinal Stritch University bookstore is operated for the benefit and convenience of students, faculty and staff. Hours of operation are posted. The bookstore sells textbooks, clothing and gifts that can also be ordered online from our website. The site may be accessed directly at www.csu.bkstr.com or through efollett.com by selecting our school name. The site also lists the current operating hours and other information. E-mail at csu@bkstr.com.

Payment

The bookstore accepts American Express, Discover, MasterCard, and VISA charge cards. Payment, by personal checks, is accepted with a valid Driver's License, State I.D., or Stritch I.D. Imprinted personal checks should contain current address and telephone number. Penalties charged by banks for returned checks will be passed on to the check writer.

Textbook Rental

Textbook rental is available for some of the textbooks. Please visit www.csu.bkstr.com for more details.

Special Orders

Special orders are always welcome. The Bookstore can special order any United States book in print.

Book Buy Back

The Bookstore will buy back books every day. For best prices, the optimal time to sell your books is during the final week of the term.

Refunds

A receipt is required for all refunds! New books must be in the same condition as when purchased. Used books must be in resalable condition. Textbooks purchased the last week of classes or during examination periods are ineligible for refunds.

Textbooks – Deadlines:

Regular and Summer Terms:	Within 7 calendar days of the first day of classes or within two days of purchase after that date.
Short Terms:	Within 2 days of the first day of class
Dropped Classes:	During the regular term, students may return books for dropped classes up to a month after the first day of classes. Proof of drop status is required.
Non-Text Merchandise:	Must be returned in new condition with 10 calendar days.
Non-Returnable Items:	Study guides, outlines, examination booklets, computer software, hats, special orders, sale merchandise, and opened packages.

Bus Transportation

The Milwaukee County Transit System provides direct service to Stritch. Route/Schedule/Fare information is available at 414-344-6711; RideM- CTS.com, or look for MCTS on Twitter and Facebook.

Business Office

The Business Office provides the following services to students:

- Check cashing with proper University identification and in accordance with the University Check Cashing Policy. An ATM machine is available next to the bookstore.
- Distribution of Financial Aid checks
- Acceptance of payments on tuition, room and board
- Notarization of documents

Childcare

All unattended children, who are not enrolled in approved University classes or activities, may not be left alone anywhere on campus as stated in the University's Unattended Children on Campus policy.

Copy Services/Copy Machines

Copy Services

The Stritch Copy Center prints announcements, programs, student handouts, etc., for University functions and student organizations. A fee is charged for personal printing, such as resumes. Job requests (including posters) can be emailed to copycenter@stritch.edu with any attachments. All flyers, posters, and announcements that will be posted on the main campus, must first be approved by the Student Success Center as noted in the Posting Policy.

Copy Machines

A public copy machine is located in the Library at main campus. Money may be placed on a card at the Library for use on Library equipment and plain paper copiers.

Dining Services/Vending

Dining service facilities (Serra Dining Hall and Student Union) are open to all students. Breakfast, lunch and dinner are served in Serra Dining Hall Monday through Friday. On Saturday and Sunday, brunch and dinner are served in Serra Dining Hall. Breakfast, daily lunch specials, grab & go, salads and vending (with a microwave) are available to all students at posted hours in the Student Union. No food or beverage may be taken from Serra Dining Hall.

Serra Dining Hall Hours(Academic Year)

Monday through Friday

Full Breakfast	7a.m. – 9 a.m.
Continental Breakfast	9 a.m. – 10 a.m.
Lunch	11a.m. – 2 p.m.
Dinner	4 p.m. – 7 p.m.

Saturday and Sunday

Brunch	9 a.m. – 1 p.m.
Dinner	5 p.m. – 6 p.m.

Student Union Hours (Academic Year)

Monday through Thursday	9 a.m. – 8:30 p.m.
Friday	9 a.m. – 2 p.m.
Closed Saturday, Sunday, and holidays	

On-Campus Meal Options for Students

All residence hall students purchase a meal plan as part of their room and board package. Commuter students can purchase a commuter meal plan available through the Student Success Center or load meal money onto their card through the dining services office. Students with meal plans must present their ID cards to be swiped before entering Serra Dining Hall. Ala carte menu items are available in the Student Union on a daily basis.

Microwaves/Vending Machines

Vending areas with microwaves are available in the Student Union, and Joan Steele Stein Center for Communication Studies/Fine Arts Building. The microwaves in the vending area adjacent to the Student Union are provided by the Student Government Association. A vending area is also located in the lower level of Bonaventure Hall. These services are managed through Food Service Inc. If a problem should arise, contact a Food Service supervisor. All refunds are handled by Food Service Inc.

Special Event Orders/Catering

Call Food Service catering, (414) 410-4246, at least two weeks prior to an event. In planning your activity or dinner, students should feel free to discuss with, or ask questions of, the Food Service staff. Meal counts must be submitted to Food Service Inc. three (3) days prior to the event. This number will serve as a minimum guarantee. The student organization will then be billed according to this figure. Paper products may be purchased through Food Services.

All requests for alcohol to be served at student events must be accompanied by an approval form signed by the Dean of Students and/or the Senior Director of Student Success. Alcoholic beverages are limited to wine and beer. The sponsoring group will be billed for a bartender through Food Services. Outdoor events serving alcoholic beverages also require special permits obtained from the Village of Fox Point City Hall. Alcoholic beverages cannot be ordered unless non-alcoholic beverages and food are also served.

The Franciscan Center

The Franciscan Center fosters the study of St. Francis and St. Clare and promotes research on the history, spirituality and values of the Franciscan tradition. It serves the University and wider community, as well as the Franciscan family, through

scholarship, dialogue and activities that bring Franciscan ideals and values to bear on contemporary issues and problems, both local and global. The center serves as a conference site for pursuing spiritual and educational enrichment about St. Francis, St. Clare, and the Franciscan tradition. It offers credit and non-credit courses, workshops, seminars, speakers and major conferences on a host of issues, such as peacemaking and environmental concerns, from a Franciscan perspective. The center also offers courses in conjunction with the University's Department of Religious Studies.

The Franciscan Library

The Center houses library holdings that are a gift from the Capuchins of the Province of St. Joseph, as well as many other books, videos and topics about the Franciscan tradition. This collection of Franciscan and medieval resources is available to researchers. The center also houses the private collection of bibliographies and articles of more than 5,000 Franciscan men and women.

Please contact Sean Lansing, Director of Mission Engagement for more information on how to access this wonderful resource. He can be reached by phone at (414) 410-4583 or email at stlansing@stritch.edu.

I.D. Cards

All students receive a Stritch I.D. at the time of registration. This identification card should be carried by students at all times while on campus and at University sponsored events for identification by University staff, administration, or security. I.D. cards may be obtained at the main help desk as you enter the library. There is a replacement fee for lost cards. There is no charge for 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. 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.

Lockers

Commuter Lockers

Commuter lockers are located in various buildings around campus. Lockers, for the academic year, are assigned at One Stop desk. All locks not returned after the last day of spring finals are removed from these lockers by Security. Locker contents will be donated and the lock deposit forfeited. For more information or to request a locker, please contact the Senior Director of Student Success.

Art Department Lockers

Art Department lockers are located in the Joan Steele Stein Center for Communications Studies/Fine Arts building. Lockers may be rented from the Art Department for a one-time fee of \$5. Please see the information desk across from the Northwestern Mutual Art Gallery. Art students receive first priority.

Lost and Found

The lost and found information is available at the Help Desk located in the lower level of Bonaventure Hall. Lost and found items will be stored by the University until the end of each semester at which time all unclaimed items will be donated.

Lounges

Students are encouraged to use the following designated lounges for relaxation, leisure and/or group study: library/Information Commons, Student Union, Sam's Place (adjacent to Serra Hall), Alfred S. Kliebhan Hall (the Great Hall), Bonaventure Hall, and the second floor of the Communication and Fine Arts Building.

Mail Room

Located on the first floor of the Campus Center, across from the book store, the mail room hours are 10 a.m. to 12 noon and 1 p.m. to 4:45 p.m., Monday through Friday. The mail room is closed Saturday, Sunday and holidays.

Stamps, government post cards and pre-stamped envelopes may be purchased at the mail room window. Domestic packages may be sent via USPS mail or UPS. Packages sent via UPS are insurable and have a 50 cent service charge. Messages to persons having locked campus mail boxes may be dropped into the slot labeled "In-house Mail" located on the side of the counter directly in front of the mail room window. Student mail box numbers are posted outside the mail room.

The University mail room cannot certify or register letters and packages, nor issue money orders. These, and other postal services, are available at the U.S. Post Office at 5651 North Lydell (just south of Bayshore Mall). Any international package weighing 4 lbs. or more must be sent directly from the Post Office.

Music Groups and Performances

The Performing Arts department offers a wide variety of concerts and other musical performances throughout the year. The performances are open to the public and Stritch students are admitted free. The Music Schedule is listed on the Stritch website at www.stritch.edu.

Music organizations are open to all students who desire to continue their music performance experiences through their college years. Scholarships are available for non-music majors who qualify through audition with the conductor.

Interested students should contact Salvatore Terrasi at 414-410-4575 for more information regarding auditions, scholarships and registration for any of the groups listed below.

Office of Facilities Coordination/Room Reservations

Meeting rooms and classrooms on the Stritch main campus and the City Center are reserved on Astra Schedule online at reserve.stritch.edu. Last minute room reservations and room set-ups can be made by contacting the Office of Facilities Coordination, (414) 410-4132.

Office of Information Services

Computer Labs

The Office of Information Services operates open computer labs, available to all registered students, faculty, and staff, on the ground floor of Bonaventure Hall and the first floor in the City Center. Small clusters of public workstations can be found in other locations throughout campus such as the Library, the 2nd floor of the Joan Steele Stein Center for Communications and Fine Arts building and in the center lower lobby of Bonaventure Hall. In addition, there are a number of computer labs dedicated to specific learning communities. Psychology, Graphic Design, Music, Nursing, Math/Computer Science, Natural Sciences, Library 210, and Academic Support all have small focused facilities.

Public labs, other than BH 031, may be scheduled for classes. Please check lab schedules posted near the various facilities for the most up-to-date information regarding availability.

My.Stritch

My.Stritch is a One-Stop gateway to online student services. Student information can be accessed over a secure Stritch website 24 hours a day, 365 days a year by going to <http://my.stritch.edu>. To log in, students use their email (domain account) username and password. Right now on My.Stritch students can:

- Check their grades
- Print their schedules (with room dates, room locations, faculty info)
- Print out their unofficial transcript
- Find out what courses they still need to graduate
- Start a group (student organizations, clubs, study groups, etc.)
- Participate in Study Group forums
- View and pay their bill (Arts & Sciences, Education, and Nursing students)

New services, information, and tools are continuously being added. For assistance on how to utilize the functions on

My.Stritch, click on the help tab or call (414) 410-4600.

Canvas Learning Management System

Canvas is a web-based platform used to manage course content and activities. In addition to being the environment for fully online courses, it is used in a variety of ways in courses taught in blended and face-to-face modes as well.

Students are automatically added to a Canvas course template for all courses in which they enroll, but will only see these courses when the instructor has published them for student viewing. Consult your instructor on their use of Canvas in your class.

Students can log into their Canvas account at: <https://stritch.instructure.com/> These accounts use the same general Stritch account username and password described below which is used for computer access, MyStritch and other core university applications. Technical assistance can be obtained from the help desk at (414) 410-4600.

Account Information and Password Change

If students do not know their account information or would like to change their password, they can go to <https://account.stritch.edu/> to retrieve their information and change their password. Students will need to enter verifying information in order to use this tool. Students can change their password at any time from a main campus University computer, by hitting control, alt, and delete buttons together. This will bring up a screen that allows the student to click on “change password.”

Students should change their passwords to something they can remember that is at least 8 characters in length with a combination of letters, digits and symbols. All passwords should be private and never shared. Passwords should be changed every six months to ensure privacy.

Appropriate Use

Because the entire Stritch community relies on computing resources and access, students should be responsible citizens in this shared community. In particular, students are reminded:

- Computer accounts should not be shared, loaned or disclosed to others
- Use of computing resources should not disrupt campus access to the network (i.e. crashing a public system, attempting to steal someone’s passwords, using computers for illegal or questionable activities)
- Students should not access or change someone’s files without permission
- To refrain from unauthorized downloading/uploading of copyrighted materials
- Should not use email to harass or intimidate another person
- Should not intentionally waste resources

The use of University computing resources should at all times reflect the University’s core values and Franciscan identity.

Email

Student email is hosted by Google. All students receive a Wolfmail account with 6 GB of storage, instant messaging, access to Google calendar and docs as well as access to your information from most mobile devices. To log in:

<http://my.stritch.edu> or <http://wolfmail.stritch.edu>.

Network Access

Cardinal Stritch University has installed wireless computer access in most public areas at the Milwaukee campus, and in regional classrooms in Brookfield, City Center, and Madison. The University’s SSID’s is WolfNet. Network jacks are located in the Union and the Library for those with laptops equipped with a network interface card.

Parking and Vehicle Registration

Parking/Driving Restrictions

Parking in entrances to parking lots, which are considered "Fire Lanes", or in any other area that is not designated as a space by yellow lines will result in a parking citation. Vehicles parked in roadways are subject to citations from the Department of Security and the Glendale and Fox Point Police Departments. Vehicles parked in designated handicapped areas must display a handicapped placard, license plate or Veterans license plate. Blocking handicapped access areas, designated by yellow diagonal stripes next to handicapped parking spaces, will result in a citation. Please note that roadways on campus are considered "Fire Lanes".

Students are expected to engage in safe driving practices on campus. That includes complying with posted speed limits, obeying traffic signs, not driving without a license, or under the influence of alcohol or other substances, yielding the appropriate right of way, driving only on designated campus roadways, etc.

Vehicle Registration

All students must register their vehicle and are expected to know and obey campus parking regulations. Vehicle registration can be completed online through my.stritch and/or students may do so in person at the University Help Desk. Copies of the parking regulations can be obtained at the time of vehicle registration. There is no charge for car registration. Your Stritch ID number, make, model, year and license plate number are required.

Physical Plant/Maintenance Department

The Physical Plant hours are 6:30 a.m. - 3 p.m. Monday through Friday. They can be reached at (414) 410-4415 during those hours. If something needs immediate attention after hours, notify campus security. Normal repairs, such as lights out, dripping faucets, etc., must be submitted on a work order form.

Security

Safety Services and Information

The Stritch Department of Security is vitally concerned with, and takes an active role in promoting the personal safety, security, and well-being of all members of the Stritch community, as well as providing for the protection of University assets. The Department of Security operates twenty-four hours a day, seven days a week. The department consists of the Director and a full staff of security officers.

In addition to such routine security functions as patrolling campus facilities and grounds, enforcement of parking regulations, etc., Stritch security officers act as liaisons with local police and fire agencies, provide information about the University and local areas to both visitors and members of the community, and provide escort services to campus parking areas and the Coventry apartments upon request. They also provide a myriad of other services ranging from key control to investigative services for the University.

Although security officers are not authorized to make arrests, the Department of Security maintains a working relationship with the police departments of the Village of Fox Point and the City of Glendale which, in turn, aid the University in all criminal investigations.

Students should not hesitate to contact any member of the Department of Security regarding any matter related to safety and/or security by calling

(414) 410-4220. The Security office is most willing to assist students. Their motto and goal: "Prevention...Protection."

Reporting Crimes and Emergencies

On Main Campus

Since the Department of Security is staffed 24 hours a day, individuals may report a crime or other emergency by contacting the Security Officer on duty. To contact security, call "4220" on a house or office phone, or (414) 410-4220 from another phone. Instructions on how to contact security, the local police or other emergency services are also posted in classrooms and offices and by all pay and all house phones. Persons can also report a crime or other problem by contacting the Dean of Students on the Milwaukee campus, (414) 410-4184 or (800) 347-8822, Ext. 4184, or the Site Manager at the Brookfield or Madison campuses. Crimes in progress or concerns about imminent harm should be first called in to 911 (9-911) or a house phone, then reported to security.

Each incident reported is investigated by a member of the Department of Security and/or a Police Officer. Although Security Officers are not authorized to make arrests, the Department of Security maintains a working relationship with the police departments of the Village of Fox Point and the City of Glendale which, in turn, aid the University in all criminal investigations. Every effort is made to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

Off Campus

Any crime which occurs off-campus should be reported to the police department having legal jurisdiction for that area.

At the City Center

At the City Center, call security at (414) 235-7897. Crimes in progress or concerns about imminent harm should be first called in to 911 (9-911) on a house phone, then reported to security.

Security Office Patrols

Security Officers routinely tour the campus buildings, parking lots and grounds to facilitate the safety and well-being of all students, guests, staff or faculty members who may be on campus. Security Officers are trained to observe and report any safety problems on campus such as defective lighting, inoperative doors or locks, broken windows, or any other conditions which might detract from one's personal well-being. All such conditions can be reported, in writing, to the Physical Plant Department for correction or be reported to the Department of Security.

Escort Services

The escort service provides security and safety for anyone who must walk alone on campus during hours of darkness. Escorts are Department of Security personnel. Walking escorts will accompany persons from one campus location to another. The security staff at the City Center will also escort students to the parking garage. To use the escort service:

- Have your Cardinal Stritch University ID with you.
- Contact Security by dialing "4220" on a house or office phone and follow the instructions given. Dial (414) 410-4220 from an off-campus phone. At the City Center, call security at 235-7897.
- Tell the Security Officer where you are, where you will be waiting, and what your destination is.
- Go immediately to the location you specified to wait for your escort.
- Escorts are intended to provide security and safety to persons who have no choice but to walk alone.
- The Department of Security encourages the use of the "buddy system"--several persons getting together to walk at night.

Escorts are limited to on-campus locations, and the City Center parking garage only.

Crime Alerts

The Director of Security attends a monthly Metro Investigators Meeting which gives information on criminal activity occurring in Fox Point, Glendale and other southeast Wisconsin police jurisdictions. Any information which may be used to alert students to problems or deter criminal activity on campus will be relayed to the campus community, generally

through email. To receive a text message in the event of an imminent situation, please register your cell phone at <http://www.e2campus.com/my/stritch>. The Department of Security encourages all members of the University community to report all criminal activity as well as any incident which may jeopardize one's personal well-being.

Crime Prevention Education

Presentations and workshops are given throughout the year to various campus groups, organizations, students, faculty and staff on Self Protection, Sexual Assault, Dating Violence, Domestic Abuse etc. In addition, pamphlets and videos on various related topics are available through the Wellness Center as well as Security.

Operation Identification

This is a nationwide crime prevention program designed to discourage burglary and theft by permanently identifying valuables. Many burglars will avoid taking valuables that are engraved because such items are difficult to sell or pawn. Operation Identification helps law enforcement officials identify owners of lost or stolen property. It has been proven that the display of Operation Identification decals, available from the Department of Security, will decrease your chance of becoming a victim of burglary and theft. To take advantage of this program contact the Department of Security to receive the necessary forms and the use of the engraver.

Campus Crime Log

A log of campus crime reports is maintained in the Security Office. Interested parties may view reports by contacting the Office of Security at (414) 410-4221. Recent reports may be read during regular business hours. Archival information will be made available within five business days. Entries may be delayed or withheld if there is clear and convincing evidence that a particular log entry would jeopardize the confidentiality or safety of a victim, jeopardize an ongoing criminal investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Fire Log

The Higher Education Opportunity Act requires that an institution maintain a fire log that lists any fire occurring in any on-campus housing facilities. Students may access the log online in the Annual Security Report or by calling the Director of Security at (414) 410-4221 during normal business hours.

Student Responsibility

The cooperation, involvement and personal support of all members of the Cardinal Stritch community are crucial to the success of a campus safety program. Everyone must assume responsibility for his/her own personal safety and security of personal belongings by taking simple, common sense precautions. Listed are some Security and Safety Tips:

In the Office, Classroom or Laboratory:

- Report anyone who behaves suspiciously to the local authorities.
- Advise the proper authority of any hazards or security problems.
- Never prop open doors.
- While in class, the library or lab, keep personal belongings in view.
- Your keys should always be kept in your possession and never lent out.
- Lost keys should be reported immediately.
- Keep doors locked, even if you are away for only a few minutes.
- Avoid using stairs in remote sections of the building.
- Keep your purse in a locked cabinet or drawer. Never leave it on top of or underneath a desk.
- Call the proper authority if you see a male entering, leaving, or in a woman's restroom. If you are inside, run out screaming. Do not stop to ask or answer questions.
- Avoid working or studying alone in a building at night.
- Keep petty cash and stamps in a locked drawer.
- Do not remove rings to wash your hands; they can be forgotten and/or stolen.

In Your Vehicle:

- Obey traffic laws.
- Exercise caution when entering or leaving your vehicle, especially in parking lots or garages.
- Keep windows up, doors locked, and your purse and other valuables in your trunk.
- Don't leave your vehicle registration, credit cards or other important papers in the glove compartment.
- Drive defensively and safely.

On the street:

- Vehicles should be parked in lighted areas and kept locked at all times.
- Valuables should be concealed.
- If you are followed, act suspicious. Keep looking behind you to discourage the follower.
- If you are followed on foot, cross the street, change directions or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If the driver persists, record the license number and notify the police immediately.
- If you are followed by a vehicle while driving, take three right turns. If you are still being followed, drive to a Police Station or other well populated area. If you have a cell phone call "911".
- Stay in well lighted areas; walk midway between curbs and buildings away from alleys, entries and bushes. If you carry a purse or handbag, keep it close to your body. This will minimize the chances of theft.
- If your purse is snatched, don't fight. Turn it over rather than risk personal injury, then report the incident promptly.
- Do not stop to give directions or other information to strangers.
- Never hitchhike.
- Carry only necessary credit cards and money.
- Use an escort or walk with someone else whenever possible. Participate in the buddy system.
- Stay near people. Avoid shortcuts through parks, vacant lots and other deserted places.

Crime Prevention***Book Thefts***

Book thefts occur frequently at universities, especially during the final exam period. Remember - leaving books unattended in public places increases the chance of theft. Books are easily resold, especially to other students. A stolen book is 100 percent profit for a thief, and often the owners cannot be identified because they failed to mark their books properly. You can prevent book thefts by:

- Marking all books on the inside front cover with your name and operator's license number.
- Marking one or more known page numbers with your initial or other discernible marking.
- Keeping your books with you.

Report book thefts to the Department of Security immediately. A recovery may be made at a resale counter and the thief apprehended.

Harassing Phone Calls

Although telephone abuse is a problem that can cause unpleasantness, it rarely results in physical harm. Here are some suggestions that can help you deal with harassing, anonymous, obscene or generally annoying telephone calls:

- Don't talk.
- Hang up if the caller doesn't say anything or on the first obscene word, or if the caller doesn't provide identification to your satisfaction.
- Don't slam down the receiver and thus admit that the call has bothered you. Instead, hang up as you normally would.
- If the call is received on campus, call the Department of Security. The extent and nature of the harassment can then be assessed and appropriately handled.
- If you follow these suggestions, chances are you will not need to call the police. You can usually stop the annoying caller by hanging up the instant you recognize the type of call. Remember, you control your telephone.

Robbery

Robbery is defined as intentionally taking property from another person or from the presence of another person by using or threatening the use of force, or by putting another person in fear for his/her safety. The following is a list of violence prevention procedures to be used in case you are robbed.

Keep it short and smooth.

- The longer the robbery takes, the more nervous the robber becomes.
- Handle the entire procedure as if you were making a sale to a customer.
- The average robbery takes less than two minutes.

Obey the robber's orders.

- Robbers seldom hurt people who cooperate with them.
- Let the robber know you intend to obey.
- If you are not sure what the robber is telling you to do, ask.
- Keep calm and observe what the robber is wearing and what he/she looks like.

Tell the robber about any surprises.

- If you must reach for something or move in any way, tell the robber what to expect.
- If someone is hidden in the area, tell the robber.

Don't argue with the robber.

- Give him/her all the cash or property he/she wants.
- Once the robbery has started it's too late for the robber to change his/her mind.

Don't fight the robber.

- The money/property isn't worth risking harm to yourself.
- Attacking an armed robber is not heroic; it's foolhardy.

Don't chase or follow the robber.

- Chasing the robber invites violence.
- The police could mistake you for one of the robbers.

After the robber leaves, call the Police immediately, then the Department of Security.

Sexual Assault Prevention

The vast majority of sexual assaults occur between people who know each other. So, while it's a good idea to avoid isolated areas, and take precautions against "stranger rape," most victims will be assaulted by someone they know. With this in mind, additional precautions should be taken.

- Think carefully about your sexual limits and communicate them clearly with dates.
- If you are in a situation in which someone is ignoring your stated limits, get out of the situation immediately and into a safe place.
- Exercise caution with someone who is invading your personal space. At the first touch that feels uncomfortable, speak your mind in clear, simple language.
- The use of alcohol and other drugs increases the risk of a sexual assault by an acquaintance. People who are sober recognize danger more easily, and are often in a better position to take care of themselves. Sex with someone who is intoxicated is considered an assault if it is determined that she or he was unable to fully consent. Conversely, someone who commits an assault while under the influence of alcohol or other drugs will still be held responsible for his/her behavior.

If you go to a party with friends, make an agreement that everyone will go home together, no matter what. Keep an eye on each other throughout the party. Avoid venturing upstairs (if the party is down- stairs) by yourself.

- Realize that, no matter how many or how few of these prevention strategies you utilize, no one deserves to be assaulted.

Crime Statistics

As a student, you are entitled to certain information about the University. Much of this information is included in this handbook. Some comes in emails to you, given the timeliness of the information. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“The Clery Act”), Public Law 105-244, requires the release, to current and prospective students and employees, of statistics for: selected criminal incidents, arrests for specified crimes, and University disciplinary action taken for specified violations on campus. Prior to October 1 each year, the university publishes an annual Security and Fire Safety Report in which the crime statistics are provided for the three proceeding years. These statistics are also published independently and an email is sent to students as to their web location. If you wish to view them in the meantime, please see <http://www.stritch.edu/Student-Life/Campus-Safety>. If you have trouble accessing this information, or want to have a copy mailed to you, please call (414) 410-4078 or (800) 347-8822, ext. 4078 or e-mail your request to aysanders@stritch.edu. In accordance with the law, we are also notifying you of a web site, www.nsopr.gov, that provides information about registered sex offenders. Everyone is asked to use this Web site responsibly and in accordance with the law.

Theater Performances

The Cardinal Stritch University Performing Arts department presents a wide variety of theater productions throughout the academic year. For dates and times of upcoming theater productions check the Stritch website at www.stritch.edu. To make reservations or check ticket prices, call the Kendall Theater Fine Arts Box Office at (414) 410-4171. Contact the Theater Department at (414) 410-4177 for additional information.

STUDENT INVOLVEMENT

Campus Mascot

Student volunteers are selected to serve as the University's mascot and perform at athletic and University events throughout the academic year. Students who serve as the mascot are able to increase their abilities in tumbling, theatrics, and crowd antics by attending Spirit Camps.

Social and Greek Organizations

Cardinal Stritch University has approved the formation of Social Fraternities and Sororities pending student interest. Students wishing to form such organizations at Stritch will need to follow these guidelines.

The organization:

- must meet the approval of the Stritch Greek Supervisory/Judicial Committee chaired by the Dean of Students;
- is not permitted to have separate off-campus facilities considered as the chapter "house;"
- will not be allowed to utilize any form of hazing in the pledging of candidates;
- will have a strong emphasis in the development of positive student leadership, activities, volunteering, and respect for self and others within the context of our University's mission and Franciscan values.

Students interested in organizing or joining existing Greek organizations should contact the Dean of Students at (414) 410-4329.

Student Government Association (SGA)

SGA is the main governing body for all undergraduate students and is the guiding force behind student life. With a committed group of professional student leaders, SGA strives to create effective change on campus by addressing students' needs and concerns. SGA is open to all undergraduate students interested in making effective change on campus.

Monthly forums are held to address student concerns on a variety of topics including Food Services, Student Life, Parking, Campus Beautification, etc. For a hard copy of the SGA Constitution, or if interested in becoming a member of SGA, please contact the Student Success Center and speak with the SGA Advisor.

SGA's Policy Regarding Funding Student Participation in SGA Sponsored Clubs and Programs

Part 1

Per the Student Government Association (SGA) Constitution, membership in SGA is limited to undergraduate students enrolled in traditional programs. Membership is based on the fact that a portion of each undergraduate student's fee is allocated to SGA. The SGA budget is comprised entirely of undergraduate, traditional program student fee money. Please see the beginning of the SGA Constitution for the official policy.

Part 2

However, College of Business and Management (CBM) students have a number of opportunities to participate in clubs and programs that are sponsored by the SGA. The guidelines for CBM participation are listed below. SGA has the right to alter these guidelines as they see fit.

- All undergraduate students are welcome to join any of the campus clubs.
- All undergraduates are welcome to participate in activities, programs, etc. that are sponsored by campus clubs and/or SGA.
- CBM Accelerated degree students must work in conjunction with a traditional undergraduate student if interested in starting a new club sponsored by SGA. CBM Accelerated degree students who start a club on their own will not be recognized by SGA and will not be eligible for funding.
- SGA funding requests will only be allowed by undergraduate students in traditional programs.

Student Program Board (SPB)

The Student Program Board (SPB) is a student-led group on campus that plans many campus events. Its goal is to increase leadership, education and social programming on campus. There are five many areas of focus in SPB including:

- Spotlight – programming includes bringing local and national performers of a variety of types to campus.
- Films – programming includes Thursday Night movie nights which include many new releases as well as educational films and are free to the campus community.
- Excursions – programming includes numerous trips off-campus to for events and activities within the Milwaukee and Chicago areas.
- School Spirit – programming includes events and activities intended to promote school spirit and pride.
- Special Events – programming includes events and activities for Siblings Weekend, Parent Weekend and 100 Days to Graduation.

Student Clubs and Organizations

Recognized student clubs fall under the direction of the Student Government Association (SGA). To register as an official organization, each club must complete an organization registration form. Forms are available from the Student Success Center and SGA. SGA is the primary student governing body of Cardinal Stritch University, and all undergraduate students hold membership in SGA. The goal of the Student Government is to provide an opportunity and means for self-expression and self-government.

Stritch has numerous student clubs and organizations on campus. Stritch has a number of councils, boards and committees dedicated to making University life a complete experience. Stritch offers a number of academic organizations geared to enhance student knowledge and offers an array of creative groups to fit anyone's need to be expressive or artistic. Recognizing that an understanding of diverse cultures enhances a person's education as well as his or her life, Stritch also offers a number of multicultural organizations. Besides existing clubs, any student is welcome to start their own student group or organization. If you have questions about joining a club or starting your own, please contact Matt Weiss – Coordinator of Student Life at 410-4251.

Asian Student Association

This is a club dedicated to sharing the unique cultural backgrounds and engaging in educating students and faculty of all races to learn more Asian cultures, holidays, and customs. For more information contact Matt Weiss at 410-4251.

Black Student Union (BSU)

The BSU will improve the campus environment by encouraging involvement of all students in Black Student Union campus activities. Also, the BSU will promote the Stritch spirit and tradition of excellence and heighten awareness and friendship between races. The BSU will represent the interests and concerns of black students at Stritch, as well as the concerns of all students regarding diversity on campus. For more information, contact Joanna Brooks at jlbrooks@stritch.edu.

Boxing Club

Our focus is to create a community where students can learn and practice basic or advanced boxing and martial arts skills in a friendly environment. Students can train and workout on their own, with a friend, or ask the experienced members of the club for lessons/help.

Genesian Players

The Genesian Players seek, through their support of theatrical activities on campus, to foster the motto of the University, *Ut probetis potiora*, “to value the better things” and to further, through their collaborative and service efforts, the University’s Franciscan values. The mission of the club is to expand and explore theatre and other performing arts in a growing community by being involved, and taking pride in the arts at Stritch.

Hispanic Club

Bienvenidos! The purpose of this organization is establishing a club that is united with dedicated members who will reach out to the Stritch and Hispanic community in bringing cultural awareness and promoting diversity. We do this by celebrating Hispanic holidays, having food fairs, being part of volunteer projects and taking trips! All students are welcomed to learn and celebrate the Hispanic culture with us. If you are interested please email our president Blanca Loeza at bloeza@wolfmail.stritch.edu to know about our upcoming meetings and events. Hasta luego.

Hispanic Professionals of Greater Milwaukee Student Chapter (HPGM)

HPGM Student Chapter is a club dedicated to help any student obtain scholarships, internships and professional development via workshops and events throughout the semester. Members of the club are also able to learn from professionals within the greater Milwaukee area about what it takes to be successful during and after college.

International Student Organization (ISO)

The International Student Organization (ISO), also known as "International Club", is organized and managed by International and American Students in order to provide an environment that supports cultural, educational, and social enhancement within the Stritch community. Through educational opportunities and social events, the ISO promotes awareness around issues of cultural diversity and helps foster intercultural understanding. Annual club events include International Education Week and the International Food Fair during Fall Semester, as well as Karnival/ Mardi Gras and the International Soccer Tournament during Spring Semester. All students are welcome! For more information, contact the International Club at intlclub@wolfmail.stritch.edu. To join the Facebook Group type "International Club" in the search engine, and select "join this group."

Judo

A club and class that exists to teach skills of self-defense and foster a sense of physical well-being. For the past 20 years, Stritch alumnus and 5th degree black belt Dennis Staral, '93, has introduced countless students, faculty, staff and alumni to judo through an accredited, one-credit class (Self Defense 1) offered each semester. For more information contact Dennis Staral at destaral@stritch.edu.

Kappa Sigma Fraternity

On campus since Fall 2014, the Kappa Sigma Fraternity here at Cardinal Stritch has helped develop the male population into the proper gentlemen of today. Emphasizing their four pillars of Fellowship, Leadership, Scholarship and Service, the Kappa Sigma Fraternity strives to be a positive influence on campus and in the local community. Contact Matt Weiss at mlweiss@stritch.edu for more information.

Live Action Role Play Club

A fun club is set around learning and being part of a new world taking on a character of your creation. Join a group and learn how to sword fight, use shields and bows (LARP-approved imitation weapons) to defeat your enemies. Have fun role playing the race you choose such as Orcs, Elves and more.

Mathematics & Computer Science Club (MATCS)

This club engages in problem solving to see how mathematics, computer science, and information systems touch our lives in various ways, and to explore career opportunities open to graduates with computer skills and mathematical problem solving ability.

Model United Nations (MODEL UN)

Model UN is both a club and a class offered at Cardinal Stritch University. It is a forum of colleges and universities nationally that gather to debate current global issues in a simulation of the United Nations General Assembly and Security Council. Members study the function and workings of the United Nations, and then proceed to represent a specific country at an annual conference of the Model United Nations. This organization offers credits for the experience. For information, contact Mary Duarte mtduarte@stritch.edu.

Multicultural Student Nurses Association

Originating in 2015, the Multicultural Student Nurses Association is a brand new organization newly founded by a passionate nursing student who wants to be a “role model” for minority nursing students. The organization was created to reach out and help out minorities, such as, building experience and gaining leadership skills as a nurse.

Philosophy Club

Philosophy club serves as a forum for people to get together and discuss a wide variety of issues in an attempt to answer questions concerning the world we live in today as well as the age-old questions people have been grappling with for centuries. The goal of this club is to spread the importance of deep thought and contemplation in our everyday activities. For more information, contact Dr. Barbara Freres at bjfreres@stritch.edu.

Pre-Professional Club (Pre-Med)

The Pre-Med/Pre-Professional club is for students interested in pre-medical and pre-professional sciences. As a club we are involved in the community, we plan science related activities and events, and assist one another in admissions for graduate or medical school. This club is organized in hopes of gaining more perspective and insight into healthcare and science fields, and building supportive relationships between students who share a common interest in healthcare and science.

Psychology Club

Psychology Club promotes awareness of and interest in current psychological issues. The club provides information about psychology as a major and a career, sponsors field trips and hold university-wide discussions on thought-provoking topics. Anyone with an interest is welcome to attend Psychology Club events. Contact Dr. Carole Hetzel, cjhetzel@stritch.edu, for more information.

Radio Lobo

Radio Lobo is a student organization dedicated to providing the Stritch community with student-created content. This content is used to inform, entertain, and educate the Stritch student community. Using our professional equipment and our broadcasting services, students can create any content they want and let it be heard. We have an internet radio service with opportunities for students to host shows in music, talk, news, and sports formats – including live broadcasts of events around campus. Radio Lobo is currently located online at lobo.stritch.edu. For more information, contact Matt Weiss, Student Life Coordinator at mlweiss@stritch.edu.

Residence Hall Association (RHA)

RHA represents all students living in Clare Hall and Assisi Hall and the Coventry Apartments. RHA serves as a voice to the University regarding resident concerns and opinions. They also provide a variety of activities and events which benefit resident students. RHA is comprised of executive officers, wing representatives, and general hall members along with four committees: Activities, Publicity, Food Services, and the Student Action Team. The Activities and Publicity committees collaborate to provide programs for resident students while the Food Service committee works with the University Dining Services to improve residents’ dining experiences. The Student Action Team works to address and take action on student issues on campus. To learn more about RHA or to take part in an activity, contact Shane Spellman, Coordinator of Residence Life at sfspellman@stritch.edu.

S.A.F.E. (Sexual Advocacy For Everyone)

S.A.F.E. exists to promote awareness and acceptance within a diverse community of LGBTQ individuals and their straight allies. S.A.F.E. seeks to educate people through programming and healthy dialogue to facilitate understanding and change. S.A.F.E. offers support and respect while upholding the Franciscan values and traditions of Cardinal Stritch University.

Sigma Gamma Rho

It is the mission of Sigma Gamma Rho Sorority to enhance the quality of life for women and their families in the U.S. and globally through community service. Our goal is to achieve greater progress in the areas of education, healthcare, and leadership development. Our members, affiliates, staff and community partners work to create and support initiatives that align with our vision. For more information, contact Matt Weiss, Student Life Coordinator at mlweiss@stritch.edu.

Sociology Club

Sociology Club is designed to enable the student body to understand the socio- logical factors that affect them and their community. They hold bi-weekly discussions on important and current issues in the field of sociology, with the goal of facilitating new viewpoints along with a secular understanding of the issues.

Stritch A Cappella “The Howlers”

Stritch A Cappella is a club run by students who take joy in a cappella style music, singing and collaborating. This club is dedicated to practicing, polishing and performing songs arranged by its members. It provides students an opportunity to make connections and bond through shared interests.

Stritch Sport Management Association (SSMA)

This club is dedicated to giving students, staff and faculty, along with organizations, an opportunity to advance ideas, choices and events in the field of Sport Management. Members network with Stritch Alumni and community leaders to locate mentors, internships, and job for Sport Management majors and those interested in working within the sport industry. This club hosts guest speakers, networking events, and a symposium during the academic year. Recent guests have included Mark Murphy, President of the Green Bay Packers, and staff from the Milwaukee Brewers, Milwaukee Bucks and Wisconsin Badgers.

Student Athletic Advisory Council (SAAC)

The Student Athlete Advisory Council serves to represent the Student Athletes on campus. Each sports team is represented within the club to be an advocate for not only their team but the athletic department as a whole. SAAC leads the athletic department through numerous volunteer opportunities to benefit the school and surrounding community. The Student Athlete Advisory Council also runs campus-wide events to create unity and pride within the student athletes at Cardinal Stritch University.

Student Nursing Association (SNA)

The SNA is a local professional student nursing organization for nursing majors in the Associate and Baccalaureate degree programs. It is a functional chapter of the Wisconsin Student Nurses Association and the National Student Nurses Association. This is the largest independent student health professional organization in the country and, more importantly, the only one run by nursing students for nursing majors.

The SNA provides all nursing students an opportunity and means for self-expression and self-government and to promote nursing as a profession. Meetings are held semi- monthly and members are involved in the State Convention, Nurses Day at the Capitol, Milwaukee District Nurses Day Parade, service learning projects and the University health fair. To join, complete a SNA form from the Nursing office RB 115 or the Faculty Advisor’s office, RB 118.

Student Wisconsin Education Association (Student WEA)

The Student Wisconsin Education Association (Student WEA) is a pre-professional organization consisting of college students pursuing careers as educators. Student WEA provides an additional perspective on public education including: contracts, salary schedules, updates on PI34, and information on local, state and national public education issues. Become informed on the issues facing public school educators by getting involved in Student WEA.

Students for Justice in Palestine

Students for Justice in Palestine (SJP) is a diverse group of students, faculty, staff and community members at Cardinal Stritch University. Our group is organized according to democratic principles in order to promote human rights, liberation, justice and self-determination for the Palestinian people.

Students in Free Enterprise (SIFE)

SIFE is a national program which seeks to increase students' understanding of the business world by providing students with a real world business experience and opportunities for networking. SIFE is a fast growing club on campus and has well over 20 members. The team strategically plans a variety of community/business projects and upon completion, presents their research and portfolios at a regional competition. Traditionally, our team has ranked at the top in the region.

Veterans Student Organization

This club exists to support veteran students and demonstrate care for the veteran community. Contact Laura Ebert at leebert@stritch.edu for additional information.

Zeta Sigma Rho Sorority Interest Group

Other Campus Opportunities for Involvement

Listed are some activities and events at Stritch that are offered but do not fall under the heading of clubs. These events are open to all students and publicity is posted around campus regarding upcoming meetings and opportunities.

Alternative Spring Break

The students do fundraising for this trip and they form a community with reflections and sharing as they grow personally and spiritually. Contact the Student Success Center and/or University Ministry at 410-4722 for more information.

Christian Students Ecumenical Leadership

Students of various denominations gather to engage in campus ministry that is inclusive and empowering for prayer and community building. For information contact University Ministry at 410-4722.

Franciscan Student Leadership Pilgrimage

Cardinal Stritch University is dedicated to deepening the Franciscan charism within the very foundation of the University. In an effort to broaden and enrich the understanding of the Franciscan Values important to the Sisters of St. Francis of Assisi, to the University, and to the world including ~ Making Peace ~ Reverencing Creation ~ Showing Compassion ~ Creating a Caring Community ~ Cardinal Stritch University provides yearly funding for students to participate in the Association of Franciscan Colleges and Universities (A.F.C.U.) Franciscan Pilgrimage. For more information contact the Director of Mission Engagement, Sean Lansing at 410-4583.

International Service Trips

International trips, through the office of International Education, provide affordable group travel opportunities for students who want to participate in service or cultural immersion. Students also have the opportunity to earn course credit with some trip offerings. Airfare, visa services, accommodations, and itinerary are all coordinated through the International Education office. Contact Sarah Sweeney at srsweeney@stritch.edu for more information.

Peer Advisors

Peer Advisors are current Stritch students who orient new students to their advising responsibilities, the University's Core Curriculum requirements, online registration system and advising tools. These student leaders also run campus events and activities relevant to student advising needs.

UNIVERSITY POLICIES

Academic Integrity Policy

Please refer to the University catalog for 2015-2016 available at www.stitch.edu/catalogs, page 47.

Activity-Related Student Absence Policy

Students shall not be penalized for excused absences. Excused absences are defined as classes missed due to participation in official University-sponsored co-curricular events or University-recognized religious observances. Students are excused from class and are permitted to make up any missed work or exams if they do the following:

- Notify the instructor will in advance of the anticipated absence date so that suitable arrangements can be made;
- Turn in any work due on the anticipated absence date before that missed class convenes.

Students who have excused absences are advised to obtain class notes/assignments from other students or arrange to have class audio/video recorded by another student. Students should also realize that any absences may negatively affect “full participation” in class, especially if the class meets only once per week. Students with excused absences must maintain an adequate performance level in the class.

Co-Curricular Events

University-sponsored co-curricular events include athletic competitions, performances in the fine arts, and experiential learning (i.e. field trips). Practices and rehearsals are not covered under this policy. Students must follow the steps above to ensure any of their absences for competitions, performances and experiential learning are marked as excused rather than unexcused.

Religious Observances

For an absence to be excused due to a religious observance, the observance must appear on the University’s official calendar of religious observances. If it is not on the calendar, the student must request special permission from the dean or designee of his/her college for an excused absence. Students in these situations must follow the steps outlined above to ensure their absence is excused.

“After Hours” Use of University Facilities

With the exception of the residence areas of Assisi Hall, Clare Hall, and the adjacent snack bar (Sam’s Place) located in Serra Hall, University buildings and facilities are not routinely available for use by students or visitors after 12 midnight, unless University-sponsored events extend beyond that time.

Should this be the case, all persons who do not have specific written permission to remain in the area (see below) must vacate the area within one half (1/2) hour of the ending time for the event.

If a student is required to remain in any area other than those noted above beyond midnight, the chairperson of the department involved must submit, in writing, to Security, their permission for use of the area. Such written permission must include the name of the student(s) for whom permission is granted, the specific dates involved and the time the student(s) are to vacate the area. Please note that only those persons with permission may remain in the area. Security Officers reserve the right to check identification cards at all times.

At various times throughout the year, such as during exams, etc., the Senior Director of Student Success and the Director of Security may extend or shorten the hours that areas are available for student use.

Campus Dress Code

Stritch students are expected to dress appropriately at all times while on campus. This applies to classes as well as social events and programs. Shoes or hard-soled sandals are to be worn in University buildings in accordance with health and safety regulations.

Email Policy

In an effort to enhance the communication of pertinent student information between Cardinal Stritch University and students, Stritch has changed its communication method from paper mail to electronic mail.

Students must have a valid Stritch email account in order to receive electronic communication from the University. This is the only email address with which the University will communicate. It is expected that students will maintain and use this Stritch account for sending and receiving any University- related information. Every student will have a Stritch email account and will be responsible for checking his or her Stritch email account on a regular and timely basis.

Disability Policy

Please refer to the University catalog for 2016-2017 available at www.stritch.edu/catalogs, page 57.

Emergency Procedures

Emergency Messages

If a student's family or child care provider needs to reach a student due to an emergency situation, they may call the Student Success Center's One Stop desk at 414-410-4845, Monday - Thursday, 8 a.m. - 6:00 p.m. and Friday from 8 a.m. - 5 p.m. (Friday from 8 a.m.- 4:30 p.m. during the summer).

Every effort will be made to deliver a message to the student's classroom. If the student is on campus but not in class, an attempt will be made to locate the student, but contact cannot be guaranteed. If the offices are closed, contact Security at 414-410-4220.

Fire and Emergency Evacuation

In case of fire or other emergency conditions, alarms will sound throughout the University alerting students, faculty and staff to exit the buildings. This should be a quick but orderly process. Unless given specific instructions otherwise, no student should remain in the buildings.

Students with temporary or permanent mobility impairments are asked to work with the Director of Student Support regarding an evacuation plan in case of an emergency. Individuals needing such assistance are asked to visit with the Director of Student Support at the beginning of each semester to plan for any changes in schedule and/or health conditions.

Severe Weather - Tornado

Tornados usually occur with thunderstorms, especially those that produce hail. The best method of protection is to listen for tornado watches and warnings broadcast over the radio and TV by the National Weather Service and to take cover when a tornado approaches.

A **TORNADO WATCH** means that conditions are ideal for tornados to develop. A **TORNADO WARNING** is issued when a tornado has actually been sighted in the area or indicated by radar. If you are notified of a **WATCH**, continue with your normal routine but stay tuned for further developments. If a **WARNING** is issued, head for a protected area immediately. Avoid taking shelter in rooms with high, free span ceilings, such as an auditorium or gym. A basement or underground shelter offers the greatest protection.

In case of a **TORNADO WARNING**, Information Services will contact the emergency contacts. They will inform all departments and go to the classrooms to direct everyone to a severe weather shelter until the warning is cancelled. A Residence Life Coordinator will contact the Residence Assistants and they will inform all resident students.

Location of the Severe Weather Shelters

- Assisi Hall —Basement
- Bonaventure Administration Building—Basement
- Clare Residence Hall—Basement
- Campus Center/Auditorium, Fieldhouse, Library —Basement of Bonaventure
- Center for Communication and Fine Arts Studies —Basement
- Coventry Apartments—Underground Parking Garage
- Duns Scotus Academic Building—Basement
- Powerhouse—Tunnels
- Reading Center—Inner Hallways, away from windows
- Roger Bacon Science Building—Basement
- Serra Hall Cafeteria—Basement

How to Get Emergency Help

Life-Threatening Situation

Dial “911” from a pay phone or “9-911” from an office or house phone, then call Security using the following procedures.

Non Life-Threatening Situation

To contact Security, call “4220” on a house or office phone. Your call will be transferred to the Security cellular phone and will be answered by a Security Officer. From a non-campus phone, dial 410-4220.

E2Campus Registration

Create an account and register your cell phone number or email address under Emergency Notification System on My Stritch. Once registered, you will receive emergency notifications via your cell phone or through email. Users can register by logging onto <http://www.e2campus.com/my/stritch/>.

Health Issues

Emergency Situations

The following procedures should be followed by all students should they come in contact with an emergency situation. **If the emergency is life threatening, the student should dial 911 from any pay phone or 9-911 from an office or hall house phone.** The student should be ready to answer questions and provide important information as to the location of the emergency including building, room number and the phone number of the phone they are using. Security should be contacted by the student **after** they have called for emergency help.

To contact Security, students should call Ext. 4220 on a house or office phone or 410-4220 from a non-campus phone.

The call will be transferred to the Security Cellular Phone and will be answered by a Security Officer. Automatic external defibrillators are in five permanent locations on campus. They are located in the lobby of the field house, Clare and Assisi Residence Halls, on the first floor of the Communication Fine Arts Building in the vending area, and on the first floor of Bonaventure Hall outside the Conference Center.

OSHA Blood-Borne Pathogens Standard

In compliance with Federal regulations involved in the OSHA Blood-borne Pathogens Standard, students should exercise appropriate caution in coming in contact with blood or other potentially infectious materials. Information and education on Cardinal Stritch University's Exposure Control Plan is available through Wellness Center/Health Services, Room 147, Clare Hall.

Entrance Health Status Requirements

Each new full-time student needs to have a completed health record on file in the Wellness Center/Health Services **prior to the beginning of their first semester**. This medical form includes a health history, immunization record and general physical.

Students **not** living in the residence hall are required to complete the health history form and must have the following immunizations: A Tetanus-Diphtheria within the past 10 years, completion of the Polio series, evidence of receiving the Varicella Vaccine or having the chickenpox virus and 2 doses of the MMR (dose 1 after first birthday). Immune titers are also acceptable.

Students living in the resident hall are required to complete the health history form and must have documentation of the follow immunizations **PRIOR** to moving into the residence hall.

- Tetanus-Diphtheria vaccine within the past 10 years
- Completion of the Polio series
- Evidence of the Varicella Vaccine or the chickenpox virus. Immune titers are also acceptable.
- 2 doses of MMR (dose 1 after first birthday). Immune titers are also acceptable.
- Complete the Tuberculosis screening questionnaire.

TB testing is required for students considered to be in high-risk groups. Please refer to the health history form for a listing of who are considered high risk.

Although the meningitis vaccine is not required, it is highly recommended.

All nursing students, international students and those participating in intercollegiate sports and International Programs must have a physical examination by a licensed provider.

Family Educational Rights and Privacy Act (FERPA)

Please refer to the University catalog for 2015-2016 available at www.stitch.edu/catalogs, page 55.

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 or Assisi Hall. 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, 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 Dean of Students and the 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, 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 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 campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a resident is missing.

Non-Academic Grievances

Non-Academic grievances, including discrimination or acts of prejudice on the basis of disability, race, gender or other inappropriate ground, are brought to the attention of the Senior Director of Student Success (who is also the University's Title IX Coordinator) if other means of reconciliation have failed. The Senior Director of Student Success will work with the student to determine appropriate action to be taken such as the arrangement of a conference with interested parties or other methods of mediation.

Nondiscrimination/Harassment Policy

It is the policy of this University to foster a community free of harassment and intimidation. Students and employees are expected to conduct themselves in a respectful manner at all times. Incidents of harassment will not be tolerated and should be promptly reported to a University official.

Harassment refers to behavior that is unwelcome and personally offensive to its recipients. There shall be no harassment on the basis of a student's or employee's race, color, national origin, ancestry, religion, age, gender, marital status, medical condition, sexual orientation, or physical or mental disability.

Prohibited harassment includes but is not limited to comments, slurs, jokes, innuendoes, cartoons, pranks, or physical harassment. 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, our University will support 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 the following university officials. Unless otherwise noted, the address for the following University officials is 6801 North Yates Road, Milwaukee, WI 53217.

- Tracy Fischer
Senior Director of Student Success/Title IX Coordinator
tafischer@stritch.edu
(414) 410-4266

Response to Harassment/Discrimination

Student-to-student or student-to-employee harassment or discrimination incidents are handled through the Code of Conduct and investigated by the Student Success Center. Appropriate corrective action is taken based on the nature of the incident and the student's disciplinary history. Disciplinary sanctions can include a written or verbal warning, disciplinary probation, mediation, educational assignment, community service, removal from university housing, suspension, or expulsion.

An employee-to-student or employee-to-employee incident is handled like any type of employee misconduct and is investigated by the Director of Human Resources. The appropriate corrective action is taken based on the nature of the incident and the employee's work history. Corrective action can include a verbal warning, written warning, probationary period, mediation, professional development assignments, community service, coaching/ mentoring, or termination.

Stitch emphasizes peacemaking as one of the Franciscan values; therefore, healing and reconciliation through mediation is encouraged as often as is appropriate.

Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and subject to serious disciplinary action that may result in removal from the Stritch community and/or a referral to local authorities.

Posting Policy

The posting policy is designed to promote campus environmental sensitivity, maintain our clean community environment, prevent damage to our facilities, and inform the campus community about information and activities. Any questions regarding this policy should be referred to the Dean of Students or the Senior Director of Student Success. **Postings that do not follow these guidelines will be removed.**

All posters must be approved through the Student Success Center. The SSC-Campus Center location is the most accessible location.

- Approved posters must have an approval stamp.
- Posters must be removed within 24 business hours of the completion of the event.
- Poster size for bulletin board limited to standard paper (8-1/2" x 11").
- Special permission may be given for a limited number of large posters/banners with location(s) approved by the Student Success Center.

Posters may only be posted on Bulletin Boards located in the various buildings on campus:

- Only one poster of an event/announcement **per general use bulletin board**.
- Clubs and departments that have their own bulletin boards are free to decorate their boards as they wish, while maintaining good taste and consistency with the University mission. Clubs and departments with bulletin boards are asked to keep them updated throughout the year. Clubs and departments are not subjected to the one poster regulation stated above as long as it pertains to their club board.
- Student organizations and departments are responsible for their own supplies in regards to posting (stapler, push pins, masking tape, etc.)
- Directional flyers will be permitted to be posted (advertising, for example, "today's blood drive"). These flyers

will be removed after the conclusion of the event.

Poster etiquette

- No profane language, offensive phrasing, and references to alcohol and/or drugs may be used.
- All words must be spelled correctly. Be sure to include **date, time, location of event, and sponsoring organization**.
- If damage is caused by using an improper adhesive, or posting on a painted or other inappropriate surface, the sponsoring organization or department will be billed for any repair work needed.
- **Posters for the Residence Halls are approved through the Residence Life Office.**

Other Forms of Posting

- Chalking is permitted on the sidewalks leading to the various buildings except those leading to the entrances of Bonaventure Hall.
- Information on posters submitted to the Student Success Center may be placed on the University Events Calendar and also forwarded to the Stritch Digital Signage software when appropriate.

Pregnancy and Other Medical Conditions

Cardinal Stritch University and the Student Success Center are committed to supporting the letter and spirit of the Americans with Disabilities Act (ADA) and Title IX of the Education Amendments of 1972 (2013). We strive for equal and uninterrupted access to all of our curriculum, programs and services.

When a student returns to class, clinical, practicum, or laboratory following an accident, extended illness, significant psychological problem, pregnancy, or potentially serious medical condition, assurance that the student is capable of performing the essential functions of the program, with or without reasonable accommodations, is imperative. Participation in clinical, practicum, or laboratory may result in some exposure to various bacteria, viruses, radiation, and/or chemicals (as would be the case in many medical-related environments). Accordingly, Stritch requires individuals with compromised immune systems and pregnant individuals to notify Stritch of such condition(s), so that appropriate precautions and accommodations can be discussed.

When a student has a compromised immune system or is pregnant, it is the responsibility of the student to inform the instructor or program chairperson supervising the program at the earliest opportunity. Documentation from the student's physician or primary healthcare provider stating that the student is capable of performing the essential functions of the student's program, with or without reasonable accommodations, is recommended. The documentation should include a description of the student's functional limitations as a result of the condition and recommendations for dealing with the condition's impact on the student's physical activities (such as necessary time away from class, clinicals, or labs) and academic activities (class notes, extended time, or alternative path to completion).

Such documentation should also include any restrictions (e.g., lifting, chemical exposure) the student may have during the condition or pregnancy. Pregnant students will be required to follow all directions from clinical staff regarding exposure to substances with possible teratogenic effect/toxicity. Should a student inform the instructor or program director of a pregnancy, the clinical/field placement instructor will follow federal guidelines regarding exposure of pregnant employees to radiation. Clinical/field placement faculty will attempt to accommodate students with any weight restrictions on lifting, and otherwise as appropriate.

The University's Wellness Center, located on the first floor of Clare Residence Center in Room 147, provides confidential treatment of illnesses, injuries, and other medical conditions to all Cardinal Stritch University students through a well-equipped facility and certified, professional staff of RNs and nurse practitioners. Free and low cost services at the Wellness Center are available to all full and part-time University students.

Students with disabilities or medical conditions, pregnant or parenting students seeking accommodations should contact the Student Accessibility Services Office at Bonaventure Hall Suite 1058 or 414-410-4828.

Presenter Policy

In an effort to honor the Franciscan values of Cardinal Stritch University, student organizations utilizing Stritch facilities and sponsoring a presenter addressing an open audience must comply with the following:

1. The organization should obtain the presenter's credentials.
2. Include introductory statement in the written program or posted in a prominent location: *"Cardinal Stritch University is a Franciscan Catholic institution of higher learning. The University espouses the four Franciscan values of: creating a caring community; being compassionate for others; reverencing creation; and peacemaking. As an academic institution of higher learning, the University promotes freedom of expression and diversity of ideas. The following presentation may not necessarily espouse the Franciscan values, but upholds freedom of expression and diversity of ideas. "*

The approval of the presentation rests with the individual discretion of the sponsoring student organization in concert with the organization's advisor. If agreement cannot be reached regarding this approval, the matter may be appealed to the Student Success Center. The final decision in the matter rests with the Office of the President.

Following the above approval process, the scheduling of appropriate facilities for said presentation is the responsibility of the Director of Facilities at Stritch's main campus or the Regional Site Manager.

Property Damage

Damage to University property for which a student is responsible shall be repaired at the student's expense. The University does not assume responsibility for student property. Information on personal property insurance is available from the Dean of Students as well as in each residence hall.

Service & Emotional Assistance Animal Policies and Guidelines

Cardinal Stritch University is committed to providing a supportive environment with equal access to its programs, services, and facilities for students with disabilities. Within this framework, the University works in compliance with all applicable provisions of the Americans with Disabilities Act as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHAct). In this regard, some students with disabilities may require the use of a service animal or an emotional assistance animal. The following parameters address the process by which students request the use of either a service animal or an emotional assistance animal at the University, and the process by which the University grants reasonable accommodations.

Definitions

Service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples include: guiding people who are blind or have low vision, alerting people who are deaf to the presence of people or emergency sounds, pulling wheelchairs for mobility impaired people, or reminding people with a mental illness to take prescribed medications. Dogs and other animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

Emotional Assistance animal is one prescribed to an individual with a disability by a healthcare professional, is necessary to afford that individual an equal opportunity to use and enjoy University Housing, and presents an identifiable relationship between the disability and the assistance the animal provides. Other terms that identify this type of animal include emotional support, therapy, comfort, companion, or assistance animal. While dogs are the most common type of emotional assistance animal, other animals can also be emotional assistance animals.

Student Accessibility Services (SAS) is the office at the University that provides services and accommodations to students with disabilities. SAS is dedicated to maintaining an environment for students with disabilities that provides reasonable full access to all educational programs, activities and facilities at the University. Additional information can be found by contacting our main office at 414-410-4828 or by visiting our website at:

<http://www.stritch.edu/studentaccessibilityservices/>

Students Using a Service Animal on Campus

In general, service animals are permitted on campus, including exterior and interior locations, including classrooms and residence halls.

Documentation Requirement. When it is not obvious whether a dog is a service animal, the University may ask the student if the animal is required because of a disability and to provide an explanation of the tasks or work that the animal has been trained to perform to benefit the person. With respect solely to the use of the service animal, the student may not generally be required to provide evidence of the nature or extent of the disability. However, if the student needs additional accommodations beyond the use of the service animal, s/he should be referred to SAS. Along with other accommodations, a service animal will be listed as an accommodation on the student's Documented Individualized Accommodations List (DIAL).

Access to University Facilities. Service animals may be prohibited from mechanical rooms, utility rooms, animal research facilities, food preparation areas, or laboratories or studios with hazardous activities where its presence would pose a danger. A service animal may be asked to be removed from a University facility or program if the animal's behavior poses a direct threat to the health and safety of others.

Requirements of Service Animals.

1. **Control.** The student handler must be in control of the service animal at all times. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal or other effective controls. The animal's behavior must not be disruptive to its surroundings or other members of the University community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, taking food from dining area tables, or taking personal belongings of individuals other than the owner.
2. **Clean up.** The service animal must be housebroken. The student handler will ensure the immediate clean up and disposal of waste. Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.

Students Requiring an Emotional Assistance Animal on Campus

Cardinal Stritch University enforces a no-animal policy in its residence halls and campus facilities. Emotional assistance animals must be registered through the office of the Dean of Students. Emotional assistance animals are asked to be registered eight to ten weeks prior to the beginning of classwork, co-curricular involvement, or other school activity.

This is an addendum to the student housing contract only. Abiding by this housing addendum policy protects University students and ensures the safety of the student and their emotional assistance animal.

The University reserves the right to enforce all relevant guidelines for the use of animals through the Code of Student Conduct. The University also reserves the right to revoke permission granted for the campus presence of any emotional assistance animal whose owner fails to follow the requirements set forth in these guidelines.

Requests for emotional assistance animals in University housing and campus facilities will be reviewed under the University's policy and provided to both the Student Accessibility Services Coordinator and the Dean of Students.

Accommodation Approval Process.

If a student believes that s/he needs an emotional assistance animal, the student should take the following steps:

1. Complete a "Request for Emotional Assistance Animal" available on the University SAS web page: <http://www.stritch.edu/studentaccessibilityservices/>.
2. Submit documentation to SAS from his/her healthcare provider which:

- a. Verifies that the student has a disability;
 - b. Describes the needed accommodation, and
 - c. Identifies the relationship between the student's disability and the need for an emotional assistance animal using the form entitled "Medical/Health Care Provider Form" on the SAS webpage. Requests for emotional assistance animals in University Housing must be submitted at least 60 days prior to the desired move-in date.
3. The Student Accessibility Services Coordinator and Dean of Students serve as the campus co-authorities for the approval for students or their family members requesting an emotional assistance animal to be present in any facility. The documentation provided should follow the same guidelines as documentation required for disability accommodations. Once a request is made and documentation is provided, the Student Accessibility Services Coordinator will meet with the Dean of Students, and the Residence Life Coordinator, as appropriate, to determine if the animal in question will be allowed to be present and/or live on campus. The determination will be made on a case-by-case basis.
 4. If the accommodation is granted, it is in effect for the semester. Approval for registration must be sought each semester. If approved, the Office of the Senior Director of Facilities will be notified of the approved emotional assistance animal and keep a list of all approved emotional assistance animals on campus.

Residence Life's Emotional Assistance Animal Expectations

The University takes no responsibility for the behavior, health, safety, or care of any emotional assistance animal on its campus. Any animal used on University campuses is the sole responsibility of the owner/user at all times, and must comply with the following requirements:

- The user/owner must have completed the requirements outlined in these guidelines.
- The user/owner must complete the following forms included in these guidelines:
 - Request for Emotional-assistance Animal
 - Medical/Health Care Provider Form
 - User/Owner Statement for Emotional Assistance Animals
 - Animal Registration Form for Emotional Assistance Animals
- The animal must be registered with the Student Accessibility Services Coordinator.
- The user/owner must ensure that the animal is on a leash or in a carrier at all times. The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The animal must be accompanied by the user/owner at all times while in University facilities and be on a leash at all times.
- The user/owner is responsible for any property damage caused by the animal.
- Use of the animal shall not constitute a direct threat to the health and safety of others
- If an owner/user obtains a new or different animal to be used under the provisions of this procedure, the new or different animal must be registered and approved. The Departments of Security and Facilities will need to be notified of any changes.
- The user/owner of the animal must be in full control of the animal at all times. Care and supervision of the animal is the sole responsibility of the contract holder.
- The contract holder is also responsible for ensuring the prompt cleanup and sanitary disposal of the animal's waste, and must toilet the animal in the area agreed upon by Facilities Staff.
- The animal must be immunized against diseases common to their species and appropriately documented (e.g., current vaccination against rabies and wear a rabies vaccination tag). The user/owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations appropriate for that type of animal are current.

- The animal must be in good health. The animal must have an annual clean bill of health from a licensed veterinarian and a copy given to the Residence Life staff and the Office of Student Accessibility Services. University Housing has authority to require that the animal receive veterinary attention.
- The user/owner must ensure that animals are registered annually in accordance with the City of Fox Point or Glendale regulations and wear a valid vaccination tag. The animal must wear current license tags (in accordance with the City Fox Point or the City of Glendale ordinance) at all times.
- University Housing may place other reasonable conditions or restrictions, depending on the nature and characteristics of the animal.

Exclusions.

Emotional assistance animals may be excluded from University Housing if the animal is a direct threat to the health and safety of others; its presence fundamentally alters the nature of a program or activity; or its handler fails to effectively control it.

- An emotional assistance animal may be excluded from a facility if that animal poses a direct threat to the health and safety of others, or conflicts with another approved animal. This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.
- An animal may be excluded from a facility if that animal's behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility. This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.
- An animal will be excluded from a facility where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal's use will compromise the integrity of other program (e.g., food preparation areas, research laboratories, and areas requiring protective clothing). This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.

Removal of Animal

The contract holder may be required to remove the animal from University facilities if the contract holder or animal fails to comply with this addendum or existing University Housing policies. The following describes behaviors which may result in the removal of the animal:

- **Disruptive Behavior:** Unruly or disruptive (e.g., biting, barking, howling, growling, aggression) behavior is prohibited. If such behavior persists, the owner may be prohibited from having the animal until the contract holder takes necessary remedial steps to correct the animal's behavioral problems. It is the owner's responsibility to contact Residence Life or the Department of Security if he/she witnesses disruptive behavior by the animal.
- **Uncleanliness:** Failure to properly clean up and dispose of the animal's waste is prohibited. The animal must be sufficiently groomed, clean, and free from offensive odor.
- **Emergencies:** In the case of the owner suffering an emergency, and in need of hospitalization or otherwise indisposed, an emergency contact person must be available to pick up and care for the animal.

In cases where the animal has been removed, permission to bring the animal back is at the discretion of the Dean of Students and the Student Accessibility Services Coordinator.

Cardinal Stritch University reserves the right to amend these guidelines as needed, with or without prior notice.

Student Workers Policy

There are several opportunities for students to work on campus either as a result of a financial aid package, or as a regular student worker. All student workers must maintain acceptable attendance on the job, adhere to any dress codes established by the supervisor, and perform the job tasks to the satisfaction of the supervisor and in accordance with acceptable work standards.

In the event that student worker has concerns about the level and type of supervision s/he is receiving, s/he should first attempt to resolve the concerns directly with his/her supervisor. If the student has a legitimate reason not to discuss his/her concerns with the supervisor or, after doing so, the concerns are not resolved, or, the student has been dismissed from the position for work-related performance issues, the student worker may submit a brief written statement concisely outlining his/her concerns and detailing the requested resolution to the next level of supervision (i.e., the supervisor's supervisor). In most situations, the individual at the next level of supervisory review will meet with both the student worker and the direct supervisor and determine the appropriate course of action. The decision of the individual at the next level will be final. The University's Human Resources Office and Student Success Center will be contacted to serve as a resource to both the student worker and the supervisor and to assist with the resolution in a timely manner.

The above sections also apply to Graduate Assistants.

Unattended Children on Campus

Because no one is directly responsible for a child's safety or behavior if the child is left unattended, children who are not enrolled in approved University classes or activities may not be left alone anywhere on campus. Children may not be left alone while parents take courses, run errands or meet appointments. Un-enrolled children are not allowed in University classes since it creates a difficult situation for both the children and fellow students. Please make sure that you have made safe and appropriate arrangements for child care.

Any child under the age of 12 who is in the library must be accompanied by an adult at all times. Any child under the age of 15 may not use the University's library facilities after 5 p.m. unless enrolled in a special class or accompanied by an adult. Children in the library or other areas of the University who are judged disruptive, as well as their accompanying supervisors, will be required to leave.

Wellness Check-In Policy

The University reserves the right to institute mandatory wellness check 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.

STUDENT CONDUCT POLICIES

Administrative Medical Withdrawal

Also found in the University catalog for 2015-2016 available at www.stitch.edu/catalogs, page. 48.

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

A student may be subject to administrative medical withdrawal from the University, or removal from University housing, if it is determined by the Senior Director of Student Success (and in consultation with the Director of Student Support and the Dean of Students at Stitch, as well as a professional counselor or local mental health care institutions and/or agencies when appropriate) that a student with a mental disorder:

- engages or threatens to engage in behavior which poses a danger of causing harm to self or others; or
- engages, or threatens to engage in, dangerous conduct that violates an essential provision of the student conduct code.

In such cases the Senior Director of Student Success and the directors referenced above may determine that it is in the best interest of the student and/or the University community for the student to be administratively withdrawn from school. In such cases, the student may be referred 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 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 lacks the capacity to respond to the charge as a result of the mental disorder.

The student's withdrawal from the University shall not adversely affect his/her academic standing and record.

Students subject to an administrative medical withdrawal for psychological and psychiatric reasons shall be accorded an informal hearing before the Senior Director of Student Success and/or the Director of Student Support or Dean of Students as appropriate. 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. Requests for medical withdrawals of this type should be directed to the Director of Student Support.

Administrative Withdrawal (General)

Please refer to the University catalog for 2015-2016 available at www.stitch.edu/catalogs, page. 37.

Alcohol and Other Drug Policy/Student Policy Statement

In the State of Wisconsin, the legal age for consumption of alcohol is 21. Students under the legal age who consume, possess, buy, serve, or sell alcoholic beverages or individuals who sell to or serve minors are in violation of both state law and University 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 chaperones 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 Dean of Students within the Student Success Center no less than ten school days in advance of the event. The bartender, chaperones and advisor for the event assume the responsibility of adhering to the following guidelines:

1. Seeing that the University regulations and state laws regulating the sale and use of alcoholic beverages are not violated,
2. Insuring that appropriate behavior is maintained at all times, and
3. Insuring that no alcoholic beverages are sold or dispensed to anyone under the legal drinking age.
4. 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 Student Success Center.
5. The expenditure of student activity fees for alcoholic beverages is not allowed.
6. All alcoholic beverages must be purchased through the Food Service Inc.
The employment of bartenders must be arranged, at the organization's expense, through Food Service Inc.
7. 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.
8. No alcoholic beverages are to be taken from the areas designated as "alcohol permitted" for the event
9. 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.
10. 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 party (in compliance with the Wisconsin State law);
 - d. Insure 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.
11. 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' guidelines concerning alcoholic beverages.

12. Nonalcoholic beverages and free food snacks must be available for the duration of any activity where alcoholic beverages are served.
13. 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.
14. One or more members of the Stritch faculty or staff must be present for each University-sponsored event at which alcohol is served.
15. Events, which advertise outside of the University community, may be required to contract for security services at the event when alcohol is being served.
16. Event chaperones or outside additional security personnel must meet with the Dean of Students or the faculty or staff chaperone prior to the start of the event to review their responsibilities.
17. Posters or other promotional materials for University sponsored events may not advertise or promote the consumption of alcohol.
18. 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

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 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.
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. 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.
6. Kegs, tappers, party punches, beer bongs, drinking games, or drug paraphernalia are not permitted on University property.
7. 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.
8. 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 Student Success Center for consumption of alcoholic beverages by legal-age students at the site of the event.
9. 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 into the room of an underage student.
10. No underage person can be present in a room where alcohol is being consumed even if the underage person is not drinking.

11. Mass quantities of alcohol are not permitted in the residence halls or any other part of campus. 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.
12. 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 are 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.
13. 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.
14. 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 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 a 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.

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 a Residence Life Coordinator and/or the Dean of Students 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 or University issued e-mail account, 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 improvements.
5. A minimum of 3 hours community service time as determined by the Administrative Hearing Officer.
6. Possible notification of parent or guardian.

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 a Residence Life Coordinator and/or the Dean of Students 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 or University issued e-mail account, 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 improvements.
5. A minimum of 6 hours community service time as determined by the Administrative Hearing Officer.
6. Possible notification of parent or guardian.
7. University disciplinary probation status.

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 and synthetic marijuana (K2, Spice, etc.) is also prohibited on-campus.

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. If illegal drugs and/or drug paraphernalia are located during a search, local police will be contacted. 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.

Drug Paraphernalia

First Offense - Possession of Drug Paraphernalia

1. Notification of University security and 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 improvements.
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 may be required. Students who test positive for drugs will be suspended or expelled from the Residence Hall and/or University.

Second Offense- Possession of Drug Paraphernalia

1. Notification of University security and 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 University Counseling Services, according to the time table 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 on 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 University Counseling Services, who will facilitate the referral. Students will sign a release of information form with University 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 be required 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.
7. Fine of \$100 to be used for residence hall improvements.
8. A minimum of 12 hours community service time as determined by the Administrative Hearing Officer.
9. Possible notification of parent or guardian.

Possession and/or Use of Drugs

First Offense- Possession and/or Use of Drugs

1. Notification of University security and immediate referral to local Police.

2. Within one business day of the incident, the student will arrange a meeting with a hearing officer; either a Residence Life Coordinator or the Director of Student Affairs.
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 may 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.
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 improvements.
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. Notification of University security, immediate referral to local police and automatic suspension or expulsion from 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

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 Student Ineligible for Financial Aid

A federal law denies financial aid to students recently convicted in state or federal court 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 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 Coordinator 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 Coordinator 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

Counseling Services staff in the Wellness Center are 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 Counseling Services.

Treatment

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

1. Counseling Services 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 Dean of Students.
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 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 concert 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 sexual assault. Some body building supplements are metabolized into GHB also resulting in unconsciousness.

Ecstasy and 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 which 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, hyperthermia, 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.

Stimulants and amphetamines

Stimulants and amphetamines such as Dexedrine 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.

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 Federal and Legal Sanction

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 premises 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:

Wellness Center Counseling Services	(414) 410-4197
Director of Student Affairs	(414) 410-4329
Residence Life Coordinator (Assisi)	(414) 410-4252
Residence Life Coordinator (Clare)	(414) 410-4504
Resident Assistants (Clare Hall)	(via Front Desks) (414) 410-4515
(Assisi Hall)	(414) 410-4517

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
Starting Point of Ozaukee	(262) 375-1110
“Focus on Community” Racine Council on Alcohol & Drug Abuse	(262) 632-6200
Crisis Center	(262) 752-0751

Selected Treatment Agencies

Aurora Sinai Behavioral Health	(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

Madison, WI: National Alliance on Mental Illness (NAMI), Dane County, (608) 249-7188, email: contact@namidanecounty.org

St. Paul, MN: Mental Health Association of Minnesota, (651) 493-6634 or (800) 862-1799, email: info@mentalhealthmn.org

Chicago, IL: Mental Health American of Illinois, (312) 368-9070, website: <http://www.mhai.org/>

* 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.

Disruptive/Threatening Behavior Policy

Also available in the University catalog for 2015-2016 available at www.stitch.edu/catalogs, page 50.

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 the 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 also 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 the Fox Point/Glendale 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 Success Center (specifically the Senior Director of Student Success and/or the Dean of Students), and the Dean of the college in which the threat occurred. An incident report must be completed within 24 hours and forwarded to the Student Success Center, Security, and 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, members of 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 outcome 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/Vice President for Academic Affairs. 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/Vice President for Academic Affairs will be final.

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

Response and Intervention

Students are expected to contribute positively to the classroom environment. That includes, but is not limited to, being on time and attentive during class, contributing in a respectful manner to the topic under discussion, and silencing all cell phones and pagers.

If a faculty member asks a student to discontinue behavior that he/she feels is disruptive, the student is expected to do so, even if the student does not agree with the faculty member’s assessment. The student should not discuss it in front of the class, as that will likely escalate the situation. Rather, the student is encouraged to arrange an appointment to talk privately with the faculty member.

If the disruption continues, a faculty member may ask the disruptive student to leave class. If that request is made, the student should do so quietly and without incident. In that situation, it is suggested that the student speak to a director in the Student Success Center as soon as possible. The student may also submit a written account of the incident to the Student Success Center (specifically to the Senior Director of Student Success and/or the Dean of Students).

A disruptive classroom situation may result in informal mediation, a formal contract between the student and the University outlining expected behaviors, a counseling referral, or a disciplinary action. Disciplinary action can result in a

variety of sanctions including, but not limited to, disciplinary probation, behavioral requirements, suspension, or expulsion.

If a student is disturbed by another student's behavior, the student is encouraged to speak with that student or the faculty member to explore strategies to resolve the issue. If the issue remains unresolved, the student that is being disturbed by another student's behavior is encouraged to speak with the chair of the department in which the course resides.

Firearms Policy

The use, possession, or discharge of firearms, explosives of any type (including fireworks), deadly weapons, dangerous chemicals, or ammunition is not permitted on campus property, property leased by the university, or at a campus function, and may result in criminal charges. This includes those with legal permits to carry weapons. This policy will be interpreted so as to be in compliance with any state laws that regulate the carrying of concealed weapons. Any off-duty officers who are required to carry their weapons while on campus are required to register with the security office and carry their written approval at all times.

Anyone witnessing or receiving a report of prohibited possession, display or use of any of the above-mentioned items must immediately notify the appropriate authorities as noted below.

If you see someone with a weapon, and it appears that imminent harm is possible, call "911" if you safely can. Then, if you are on the main campus, follow the "911" call with a call to security (414)410-4220 if you safely can. If you are at the City Center, please follow your "911" call with a call to security at (414)235-7897 as you are able. Get or stay in a safe place and warn others away from the area.

If you see someone with a weapon and there does not appear to be an imminent threat, call security at 414-410-4220 on the main campus or 414-235-7897 at the City Center. Other educational sites should call "911" or local law enforcement.

Sexual Harassment and Misconduct Policy (Including Sexual Assault)

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, sexual harassment and sexual misconduct (including but not limited to domestic violence, dating violence, sexual assault and stalking) will not be tolerated and every effort will be made to eradicate it completely and swiftly.

Cardinal Stritch University strives to prevent incidents of sexual harassment and sexual misconduct by providing education to its students and employees intended to promote awareness, provide options for bystander intervention, and educate victims regarding their rights and support systems as well as general risk reduction strategies. The University makes this education available to both new and returning students and employees through a variety of methods including: printed material, online resources, online learning modules, orientation activities and University-wide initiatives and events.

However, in the event that sexual harassment and/or sexual misconduct occurs, the policies and procedures detailed below are intended to aid the Stritch community in identifying incidents of sexual misconduct, articulating the rights of and supports available to both the victim and the accused in such situations, as well as to articulate the process and standard of evidence that will be used by the institution to investigate, make a determination, and offer sanction(s) and/or resolution(s).

Identifying Sexual Misconduct

Sexual misconduct includes but is not limited to, conduct prohibited at Wisconsin Statutes 940.225, including the following conduct:

1. Sexual Harassment

2. Non-Consensual Sexual Contact (or attempts to commit the same)
3. Non-Consensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation

1. Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, pervasive, and objectively offensive that it,
- Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University's educational program and/or activities, and is
- Based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Sexual harassment includes (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.

Power Differentials (Quid Pro Quo)

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 include (but are not limited to): supervisory relationships, teaching relationships, advising relationships and coaching relationships.

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.

Hostile Environment

The determination of whether or not an environment is "hostile" is based upon a variety of related factors considered from both a subjective and objective perspective. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.

Retaliation

Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and subject to serious disciplinary action.

2. Non-Consensual Sexual Contact is:

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

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

3. Non-Consensual Sexual Intercourse is:

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

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

4. Sexual Exploitation includes, but is not limited to:

- Invasion of sexual privacy
- Non-consensual video or audio-taping of a sexual activity
- Going beyond boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another student
- Prostituting another student
- Exposing one's genitals in non-consensual circumstances
- Sexually-based stalking and/or bullying
- Employing social media to carry out any of the above (or other) sexually exploitive or harassment-related activities

Additional Definitions:

The following definitions provide additional clarity in recognizing sexual harassment and/or sexual misconduct.

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age. In Wisconsin, the legal age of consent is generally considered to be 18 years of age. Refer to Section 948.09 of the Wisconsin Statutes and Annotations (Madison, WI: Legislative Reference Bureau). Consent cannot occur in situations associated with force, coercion and incapacitation, which are further explained in sections below.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Sexual violence is a form of sexual harassment (or sexual misconduct) prohibited by Title IX.

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

- There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

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

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

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.
 - Possession, use and/or distribution of rape drugs (including but not limited to Rohypnol, Ketamine, GHB, etc.) is prohibited and a violation of this policy.
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to A) fear for his or her safety or the safety of others; or B) suffer substantial emotional distress.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship; 2) the type of the relationship; 3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Guidance in Violent Sexual Misconduct Situations

In the event that you are the victim of violent sexual misconduct (i.e., sexual assault) you are strongly 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 as your clothing may need to be provided 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.

Victims are strongly encouraged to report the incident. Reporting options are provided below.

Community Resources/Additional Assistance

Additional assistance at Cardinal Stritch University and community referral information are available through the Wellness Center/Counseling Services and in the resources listed in the student handbook section on our Alcohol and Other Drug Policy. Free brochures are also widely distributed and can also be obtained by contacting the Wellness Center/Counseling Services.

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

Minnesota's Crime Victims' Rights and Services

Under Minnesota's crime victims' bill of rights, those who are victims or witnesses to a crime are entitled to certain rights. These include notification rights, the right to participate in prosecution, the right to protection from harm and the right to apply for financial assistance.

Victims of crime in Minnesota are also entitled to services for the following:

The Minnesota Department of Public Safety's 24-hour HOTLINE for crime victims' resources: (800) 422-0798.

The Office of Crime Victims Ombudsman (OCVO) which offers assistance to crime victims who feel that their rights have been violated, or who feel that they have been treated unfairly by the criminal justice system or by victim assistance programs: (800) 247-0390 during regular business hours.

Reporting/Complaint Process

If you believe that you are the victim of sexual misconduct, or if you are a third-party witness of such misconduct, you have a right – and you are strongly encouraged- to report the misconduct. The reporting of incidents and/or formal complaints may be filed with the Title IX coordinator or any university employee identified as a mandatory reporter. All sexual misconduct complaints made to mandatory reporters will be reported to the Title IX Coordinator.

Title IX Coordinator

Tracy Fischer

Senior Director of Student Success

(414) 410-4266

tafischer@stritch.edu

Cardinal Stritch University encourages those who have experienced any form of sex discrimination/sexual misconduct to report the incident promptly, to seek all available assistance as described in this policy, and to pursue University conduct charges and criminal prosecution of their offender (Title IX staff can assist the victim with this if s/he so chooses). Stritch takes complaints seriously and will work with victims to ensure their confidentiality and safety.

Confidential Reporting

To report an incident confidentially enables you to discuss the situation with a Stritch employee or other trained individual who will not share the information with anyone else. This individual will share options and advice, but will not tell anyone about the situation unless you authorize them to do so. At Stritch, these individuals include:

- On campus mental health counselors
 - Counseling Services: (414) 410-4197
- Campus health service providers
 - Health Center: (414) 410-4096
- University ministers
 - Asst. Director of University Ministry: (414) 410-4722
- Off-campus sexual assault treatment center
 - Sexual Assault Treatment Center (SATC), Aurora Sinai Medical Center (414) 219-5555

Mandated Reporters

Most Cardinal Stritch University employees (with the exception of those in counseling, health services or University ministry) are considered mandatory reporters. Mandated reporters are individuals who must report a sexual misconduct incident to the University's Title IX Coordinator, including the names of alleged victims and other parties (if known).

During the review and hearing process, every reasonable effort will be made to shield the victim from unwanted contact with the alleged assailant and appropriate interim measures will be taken to assure the safety, privacy and support of both the complainant and/or the accused. However, specific requests for confidentiality during the investigation and hearing process should be submitted to the Title IX Coordinator.

Other Reporting Options

- **Anonymous Reporting**

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

- **Local Police Department**

In a sexual misconduct situation, a victim has the right to notify the local police department in order to report the alleged crime and pursue legal prosecution. Reporting an alleged crime to the local police department will lead to a criminal investigation. In such situations, the University will also conduct its own sexual misconduct investigation as detailed below.

- **Office for Civil Rights**

A victim of sexual misconduct also has the right to file a formal Title IX complaint with the Office for Civil Rights (OCR) in the United States Department of Education.

Office for Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-1100
Hotline: 1-800-421-3481
e-mail: ocr@ed.gov

Review/Grievance Process

This review process applies to all Cardinal Stritch University students and employees at university-sponsored events whether occurring on or off campus facilities. Complainants will be encouraged to use the civil/criminal procedures available to him/her in addition to the University review/grievance process. The University will fully cooperate (and assist if requested) in the individual's filing of criminal charges against an alleged assailant, and, at the direction of law enforcement authorities, Cardinal Stritch University will assist in the obtaining, securing and maintaining of evidence potentially needed for prosecution.

In the University review/grievance process, the Senior Director of Student Success or other designated, trained Title IX staff will investigate the allegations if the accused is a student. The Director or Assistant Director of Human Resources will investigate the allegations if the accused is an employee. These individuals receive annual training on issues related to harassment and sexual misconduct. The university reserves the right to investigate and pursue a matter of alleged harassment or sexual misconduct even when a complainant does not wish to file a formal grievance. In all cases, students and employees can be assured of a prompt, fair and impartial investigation and resolution.

In the case of an accused student, the incident will be treated like all allegations of misconduct at the University and will use the institution's conduct investigation and sanction processes.

The University will respond to allegations of harassment and sexual misconduct by taking interim measures as needed, such as a “no contact” order between parties, interim suspension, room reassignment, academic accommodations and/or counseling. A request for interim measures can be made whether or not the victim chooses to report the crime to law enforcement. All requests should be made to the Title IX Coordinator who will ultimately determine available options.

In accordance with federal regulations, Stritch will complete the review, investigation, hearing and render a decision within a 60-day time period. Both the complainant and the accused will be provided periodic updates during this process.

During the hearing process, the complainant and the accused will have equal rights, including the involvement of witnesses and/or the selection of an advisor or their choice.

A decision will be rendered on the basis of the information available using the evidentiary standard of a “preponderance of evidence”.

Both the complainant and accused will be simultaneously advised in writing of the outcome of the complaint once a decision has been reached as well as the process for appeal.

If the situation warrants, sanctions up to and including housing or course reassignment, probation, suspension or dismissal will be administered.

Appeals

After a decision has been made through the review/grievance process, either the accused or the complainant may file an appeal with the Title IX coordinator who will engage University leadership in its review. 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. If no appeal is filed within the stated 10 working day time frame, the decision is considered final. If an appeal is filed, the decision rendered after the initial appeal is final.

Smoking Policy

Cardinal Stritch University is a smoke-free campus. Smoking is not permitted in any campus building nor on the main campus grounds. Smoking will only be permitted in private vehicles. Smoking is not permitted in University owned or leased vehicles. Violations of the smoking policy will result in disciplinary action up to and including suspension.

Students who work in University leased buildings at the various campus and remote locations must adhere to the building’s smoking policy.

Student Conduct Code

Also found in the University catalog for 2015-2016 available at www.stritch.edu/catalogs, page. 49.

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, time- cards, 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 (inclusive of incidents of dating violence, domestic violence and/or stalking). See the Sexual Harassment and Misconduct 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 soft- ware 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 is not a neutral act; they are both 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 appropriate conduct officer at the University for thorough investigation (Conduct procedures regarding sexual harassment, assault or other misconduct, as well as sanctions concerning alcohol and substance abuse precede this section.) Preliminary information is collected from people who have knowledge of the incident. Either the Senior Director of Student Success, the Dean of Students or other appropriate conduct officer 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 staff investigating 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 a decision will be made by either the Senior Director of Student Success or the Dean of Students.

Administrative Hearings

When a case requires a formal administrative hearing, the student is given a statement of charges and a date is set for a hearing at which the student is able 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.

Record of the incident and action taken will not become part of the student's official University record unless the student is found "responsible" for the violation. 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 an advocate of his or her choosing. The role of the assistant/advocate is limited to consultation with the student involved and is not allowed participation in the conduct process beyond that.

Student Status Pending Hearing or Appeal

Pending a hearing or appeal, the accused 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 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, an appeal may be made to the designated appeal officer based upon the origin of the initial decision. In each situation, the letter detailing the finding of the University provides explicit instruction as to the appeal officer. Generally speaking:

- Administrative hearings conducted by Residence Life Coordinators are appealed to the Dean of Students.
- Administrative hearings conducted by the Dean of Students are appealed to the Senior Director of Student Success.
- Administrative hearings conducted by the Senior Director of Student Success are appealed to the Provost/Vice President of Academic Affairs.

An appeal must be made to the indicated appellate officer in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within ten (10) 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 appellate officer in the event that an appeal is requested. The appellate officer, after reviewing the information, will decide if there is sufficient information to warrant an appeal. If the appellate officer determines the appeal to be in order, the appellate officer may uphold the original decision, modify the original decision or drop disciplinary action altogether. The decision of the appellate officer is considered 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 actions may include, but are not limited to, a warning, disciplinary probation, suspension, expulsion, community service, fines, restitution, an educational assignment or a combination.

The Senior Director of Student Success, the Dean of Students, or appropriate conduct officer may notify a student's parent(s) in serious disciplinary cases which could result in suspension or expulsion from the Residence Hall or the 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.

Warning

A notice in writing should be sent to the student that 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 unless special permission is requested and granted by the Senior Director of Student Success or the Vice President of Academic Affairs.

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.

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.

INDEX

- Academic Advising, 14
- Academic Information and Policies, 12
- Academic Integrity, 40
- Academic Support, 15
- Accreditation, 11
- Administrative Withdrawal, 52
- Alcohol and Other Drug Policy, 52
- Alcohol Sanctions, 55
- Alternative Spring Break, 38
- Anonymous Reporting, 69
- AOD Resources, 61
- Appeals, 70
- Art Gallery (Northwestern Mutual Art Gallery), 21
- Assisi Hall, 17
- Athletics, 21
- Bean (Coffee House), 21
- Bookstore, 21
- Bus Transportation, 22
- Business Office, 22
- Buying Textbooks, 21
- Campus Crime Log, 29
- Campus Mascot, 33
- Catering, 23
- Childcare, 22
- Christian Students Ecumenical Leadership, 38
- Clare Hall, 17
- Community Resources, 67
- Commuter Lockers. *See* Lockers
- Computer Labs, 25
- Confidential Reporting, 68
- Consent, 66
- Copy Machines, 22
- Counseling and Mental Wellness, 17
- Crime Prevention, 30
- Dating Violence, 67
- Department Lockers. *See* Lockers
- Disability Policy, 41
- Disability Services, 15
- Disciplinary Probation
 - Conduct - Probation, 74
- Disruptive Behavior, 62
- Domestic Violence, 67
- Drops, Adds and Withdrawals, 13
- Drug Sanctions, 56
- Email, 26, 41
- Emergency Help, 42
- Emergency Procedures, 41
- Emergency Situations (Health Situations), 42
- Evacuation- Emergency, 41
- Expulsion
 - Conduct - Expulsion, 74
- Fire Log, 29
- Firearms Policy, 64
- Force, 66
- Franciscan Library, 24
- Franciscan Servant Scholars Program, 19
- Franciscan Student Leadership Pilgrimage, 38
- Franciscan Values (Our), 10
- Fraternities, 33
- Greek Organizations, 33
- Hostile Environment, 65
- I.D. Cards, 24
- Incapacitation, 66
- International Education. *See* Study Abroad
- International Service Trips, 38
- Intervention, 58
- Intramurals, 21
- Library, 12
- Library services, 13
- Living-Learning Community, 19
- Lockers, 24
- Lost and Found, 24
- Mail, 24
- Mandated Reporters, 69
- Medical Withdrawal, 52
- Microwaves, 23
- Missing Student Policy, 43
- Mission Engagement, 19
- Music Groups, 25
- My.Stritch, 25
- Non-Academic Grievances, 44
- Non-Consensual Sexual Contact, 65
- Non-Consensual Sexual Intercourse, 65
- Nondiscrimination/Harassment Policy, 44
- Office for Civil Rights, 69
- On-Campus Meal Options, 23
- Parking, 27
- Password Change (my.stritch), 26
- Posting Policy, 45
- Power Differentials, 65
- Presenter Policy, 47
- Property Damage, 47
- Registering for classes, 13
- Reporting Crimes, 28
- Reporting/Complaint Process, 68
- Residence Life, 16
- Retaliation, 65
- Retention, 20
- Review/Grievance Process, 69
- Right of Appeal, 73
- Room reservations, 25
- Sanctions in Disciplinary Cases, 74

Security, 27
Serra Dining Hall, 23
Sexual Assault, 64
Sexual Exploitation, 66
Sexual harassment, 65
Sexual Harassment, 64
sexual misconduct, 64
Smoking Policy, 70
Sororities, 33
Stalking, 67
Student Clubs and Organizations, 34
Student Conduct Code, 70
Student Conduct Code Violations, 72
Student Employment Policy, 51
Student Experience, 16
Student Government Association (SGA), 33
Student Health Services, 17
Student Success Center, 14
Student Support, 15
Student Union, 23
Suspension
 Conduct - Suspension, 74
Textbook Rental, 21
Threatening Behavior, 62
Title IX Coordinators, 68
Tornado (Severe Weather), 41
University Ministry, 19
Urban Fellows Program, 16
Vaccine Requirement, 18
Vehicle Registration, 27
Vending Machines, 23
Warning
 Conduct Warning, 74



CARDINAL STRITCH
UNIVERSITY

For more information please see

www.stritch.edu