Student Handbook

2019-2020

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.

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CAMPUS DIRECTORY/MAP

CAMPUS BUILDINGS AND RESOURCES

PUBLIC PARKING ON CAMPUS
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 Sisters 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 the human person 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 and 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 Saint Paul, is *Ut Probetis Potiora* – that you may approve (value) the better things. A more contemporary translation of the 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 the 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.
2019-2020 Value of the Year – Reverencing All of Creation

This year’s value of the year, reverencing all of creation, reminds us to praise God for the Earth by:
- Fostering a simple lifestyle and responsible stewardship
- Preserving the environment
- And respecting all creatures.

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 (HLC) located at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413; phone: (800) 621-7440 or (312) 263-0456; fax: (312) 263-7462; e-mail: info@hlcommission.org; website: www.hlcommission.org. Additional accrediting bodies include: Accreditation Council for Business Schools and Programs (ACBSP); and the Wisconsin Department of Public Instruction (DPI). The Master of Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; phone (404) 975-5000. The Bachelors of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE) 655 K Street NW, Suite 750, Washington DC 20001; phone: (202) 463-6930; website: www.aacn.nche.edu/ccne-accreditation. The Ruth S. Coleman College of Nursing and Health Sciences Bachelor of Science in Nursing (BSN) program is approved by the Wisconsin State Board of Nursing.

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, and 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.

The Stritch HUB for Innovation and Community-Engaged Learning

At Cardinal Stritch University we believe in the pursuit of community engaged academic excellence through collaboration and mutually beneficial partnerships that build stronger and more caring individuals, organizations, and communities that together serve the greater good for all. With The Stritch HUB for Innovation and Community-Engaged Learning serving as a catalyst, the University implements an array of experiential learning and career education initiatives, student internship and employment opportunities, leadership development programs, initiatives to support for profit and non-profit entrepreneurs, high profile outreach programs, and special community based learning projects.

The Stritch HUB includes the following offices and initiatives:
Community Partnerships and Business Development
Stritch is committed to a model of scholarship that puts an emphasis on having our faculty and students engaged with the community in mutually beneficial, reciprocal partnerships. We strive to fulfill our University mission and vision by educating students to be engaged local and global citizens who align their actions with the values of a Franciscan education. We also place a primacy on identifying the compelling needs of individuals and organizations within our communities, and being responsive to those needs in ways that are both practical and academically rigorous. Ultimately, we seek partnerships where there is shared planning and decision-making that build authentic relationships and yield measurable results. Toward these ends, members of the campus community invest their time and resources in collaborating with over 600 community organizations and businesses to create placement, project, enrollment, and signature partnerships.

Experiential Learning and Career Education
The University affirms the importance of experiential learning opportunities embedded in the student experience as an essential component of the educational process. These opportunities help students deepen their learning in their chosen degree programs while they discern and develop their career readiness, mission in life, and contributions to society. Experiential Learning and Career Education staff members serve as a resource for students as they connect with community organizations and prepare for their educational experiences. Career educators continue to resource students during the experience through assisting students in processing their learning in the areas of personal and professional development. Co-curricular and academic departments are supported as they develop learning opportunities with community partners. These opportunities may include community immersion experiences, service-learning projects, individual and group community-solution projects, practicums, internships, research projects, international immersion experiences and alternative break experiences. With all of this, students are provided opportunities to apply course content in real-world settings, develop valuable insights about themselves and issues facing the world and have active involvement in career development processes.

Career Counseling and Development Resources
Career readiness and having the confidence to pursue potential career pathways are significant outcomes of the collegiate experience. To this end, the University fosters a learning environment where all members of the University community gain real-world experience and an understanding of their career development process. Value-centered counseling, education and outreach activities are offered by dedicated career educators, who help students gain self-knowledge, set goals, and confidently implement related strategies.

Available career development resources:
- Career assessments and interpretations
- Major or career counseling and workshops
- Access to online career exploration materials, interviewing tools and job postings
Student Employment Program
Student employment plays an important role across the University with numerous departments utilizing student employees as a vital source of skilled labor. These positions help students gain meaningful work experience, strengthen their resume and earn money to offset educational expenses. The Experiential Learning and Career Education (ELCE) office works with the Financial Aid office, Human Resources office, and on-campus employers to manage the Student Employment Program. This program is designed to provide students with fair and timely access to job announcements and intentional personal and professional development essential to their long-term career readiness. University departments across campus work with the ELCE office to hire students according to their staffing needs throughout the year. Please note there are a limited number of student employment opportunities positions available, so students need to be proactive in their search by working closely with the career professionals in the ELCE office.

All undergraduate students interested in working for one of the on-campus departments are required to register for the Student Employment Program with the Experiential Learning and Career Education office. Registering provides students with important human resource and financial aid information as well as access to valuable career development resources, workshop information, and on-campus job posting announcements. Students interested in locating off-campus part- or full-time employment may schedule an appointment with a career professional to develop a job search strategy.

Urban Fellows Federal Work-Study Program
The Urban Fellows Program offers students the ability to use their Federal Work-Study award to work with a community partner agency. Students typically work 6-12 hours per week in a variety of direct service roles, alongside urban leaders in non-profit and civic agencies or organizations. Urban Fellows participate in required leadership and career development workshops each semester. Students log hours, accomplishments, and reflections on a web-based reporting system. Since the summer of 2008, students have served with over 50 local agencies that are partnered with Stritch to support the program.

Career Ready Internship Program
The Career Ready Internship Program provides support and guidance to Stritch students who are preparing to secure internships. The office of Experiential Learning and Career Education offers a pre-pre-requisite “skill builder” program course designed to help students secure an internship in their field and prepare students for a successful work placement. The self-directed course modules includes: strengthening the elevator pitch and networking skills; résumé and cover letter writing; interviewing skills; professional development activities; career workshops; and other guidance from career educators throughout their internship search process.

Oftentimes, a student’s first internship is an unpaid position at a small business or not for profit organization. For many students with financial need, the crucial experience provided by these unpaid internships are often bypassed because they rely on paid employment to complete their education. The Career Ready Internship Program seeks to offer all students the opportunity to apply to have their internship subsidized thereby converting unpaid internships into paid experiences. Paid spots are limited and are not guaranteed.
Mission-Driven Leaders Speaker Series
The Mission-Driven Leaders Series features successful Cardinal Stritch University alumni who align their values with actions to achieve positive results for themselves, their organizations and businesses, and the society-at-large. The speakers exemplify what Stritch strives to cultivate in every graduate: Engaged local and global citizens who build caring and thriving communities in service to the greater good.

African American Leadership Program (AALP)
The African American Leadership Program (AALP) uses active learning, executive coaching, and professional networking to strengthen the leadership growth of professionals in private, public, and nonprofit organizations. African Americans from an array of professions and backgrounds have participated in AALP since 2008.

Mission Fuel
Mission Fuel applies a business accelerator model to assist nonprofit leadership teams with developing and implementing strategies to diversify revenue streams, become more entrepreneurial, and ultimately realize a more stable and self-sustainable future.

The Literacy and Math Centers
Offerings include comprehensive reading/literacy and math assessment and tutoring services for students in grades K-12 from public, charter or choice schools. Home-schooled children are also eligible for intervention programs and can be accommodated during early afternoon sessions before 3:30 p.m. on Tuesdays, Wednesdays and Thursdays, as well as the later afternoon sessions on Tuesdays and Thursdays, and Saturday mornings.

Project Pitch It
Sponsored by Cardinal Stritch University, Project Pitch It is a television show featuring Wisconsin entrepreneurs. The show is aired on television network affiliates throughout the State, and strives to highlight and support innovation, economic development, and entrepreneurial growth. Various faculty, students, and University leaders are involved behind the scenes to help discover and support the entrepreneurs featured in the program.

INFORMATION SERVICES
Information Services is the primary source of technology, networking and telecommunications services on campus. Computing resources, including access to the internet, are available to all Stritch students. Appropriate use of University computing resources should, at all times, reflect the University’s core values and Franciscan identity. 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 that the following are prohibited:

- Sharing, loaning or disclosing computer accounts to others;
- Using computing resources in a manner that disrupts campus access to the network (i.e. crashing a public system, attempting to steal someone’s passwords, using computers for illegal or questionable activities);
- Accessing or changing files without permissions;
- Unauthorized downloading/uploading of copyrighted materials;
- Using e-mail to harass or intimidate another person;
- Intentionally wasting resources (i.e.: printing and copying).
Getting Started
If you are a new student and needing additional information on getting connected at Stritch, please check out the Student Guide to get you going.

Computer Labs
Fox Point/Glendale campus public computer locations:
- Bonaventure Hall: ground floor (BH031)
- Joan Steele Stein Center for Communication Studies/Fine Arts: second floor lounge area
- Library: first floor, second floor, and room 210 (limited availability)

Discipline-specific computer labs (limited access):
- Psychology: Duns Scotus 019
- Graphic Design: CFA 131,134 and 218 (limited access)
- Music: CFA 130
- Nursing: Roger Bacon 114
- Science: Serra Hall 200
- Math: Bonaventure Hall 023
- Classroom Labs: Bonaventure Hall BH004 and BH056
- Computer Science: Bonaventure Hall 005
- Academic Support: Bonaventure Hall 1058
- Student Housing: 3-West Clare Hall and Garden Level Assisi Hall

Laptop Loaner Program
A number of laptops are available for loan at the front desk of the library. Laptops have Microsoft Office and Internet browsers installed for student use.

Campus Wireless Network
Wireless Internet access is available throughout campus using the current wireless network, WolfNet, which is a secured network available to all university faculty, staff, and students. Check the Helpdesk website for instructions on initial configuration. Guests can also find directions to get on their separate network here as well.

Computer, MyStritch Portal and Wolfmail E-Mail Account
All registered students receive computing and network access privileges. Each person is issued a computer account (user ID and username) that provides access to all public computers, and connects students to the PaperCut print management system. The e-mail account (username@wolfmail.stritch.edu) provides access to our Wolfmail e-mail system. Lastly My.Stritch (http://my.stritch.edu), which is a one-stop portal to online student services, is also accessible via your core computer account.

Services available through My.Stritch include:
- Academics - viewing course offerings, access to student schedules by term, grades & unofficial transcripts, etc.
- Access to student personal information, emergency contact form, etc.
- Calendar of events, campus announcements and mass schedules, etc.
- University, college and program handbooks; housing preference & meal plan sign-up forms, etc.

Official University Communications
Communication from Cardinal Stritch University will be through electronic mail (e-mail). For this reason, all students must have a valid Stritch e-mail account in order to pertinent and urgent communication from the University. This is the only e-mail 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. Students are responsible for checking their Stritch e-mail account on a regular and timely basis. It is encouraged to check your Stritch email at least twice per day. In addition, students may forward messages to their personal email.

**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/](https://stritch.instructure.com/). These accounts use the same general Stritch account username and password used for computer access, My.Stritch, and other core university applications.

**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/](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.

**Network Login Policy**
Students are required to use their individual network login account when using public workstations on campus. This account will track individual print requests from public network printers. If any individual student exceeds the threshold of prints provided each semester he/she will be able to purchase additional prints as needed. University network policy does not allow the use of another person’s account for any reason.

**Protect Yourself**
Being careful and aware is essential to protect yourself and the university. Check out the [Seven Steps to Safety](#).

**Getting Help**
All students can get technical assistance from the help desk at (414) 410-4600, by sending an e-mail to support@stritch.edu or by using the [web-based service portal](#). The Help Desk is located in the lower level of Bonaventure Hall, where students can also receive in-person assistance. If you have any feedback or suggestions to the administration regarding our resources and services. Please feel free to send comments or suggestions to support@stritch.edu.

**UNIVERSITY 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 degreed librarians along
with other support staff 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 35,000 periodical titles in paper, microfilm, or online formats. The Library also houses the Instructional Materials Center with children’s literature, and primary and secondary instructional materials.

The Franciscan Center Library (FLC) is housed on the 2nd floor of the Library. The FCL collection reflects the life and impact of Saint Francis in daily life. Most of the books in the collection are listed in the library catalog and can be retrieved by library staff members as needed for check-out.

The first floor Library Commons area enables a range of personal and small group study utilizing a range of furnishings and technology for student purposes. Individual study that is more reflective in nature is encouraged and supported on the second floor of the library building. The computer lab on the second floor is a quiet work area when it is not being used for library instruction.

Stritch 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. Students may request materials from any of the SWITCH 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, username, and password 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 with their ID card.

The Library offers a wide variety of services to its local and remote patrons through its website found at [http://library.stritch.edu/](http://library.stritch.edu/). 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 website also offers information about library services, online transaction forms, and 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. Students are allotted 400 prints on their Paper Cut account during each term (fall, spring, summer) and may purchase additional prints at a reasonable cost.

Wireless computing access is available in all public areas of the Library. The first floor Information Commons is intended to be a flexible, technology-infused gathering space to reinforce the collaborative and academic experience of students. The second floor is reserved for traditional quiet study.
MISSION INTEGRATION
The Office of Mission Integration 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 University Ministry and its associated activities, the common read programming and direct support of the Liberal Arts core and its connection with the Franciscan values.

University Ministry
People 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, alternative spring break, spiritual direction and personal growth.

Franciscan Servant-Scholars Program
Rooted in the Catholic Franciscan heritage and values of the University, this integrated education and formation program is open to undergraduate students of all faiths and majors who seek to connect their academic coursework with service to the community, working for peace and social justice, engaging in the theological reflection, faith sharing and other formative experiences.

Pilgrimage Programs
University community members are invited to apply in the spring semester to participate in a pilgrimage to Assisi and Rome, Italy to visit the major sanctuaries and sites of Ss. Francis and Clare. These pilgrimages are designed to deepen participants understanding and appreciation of the life and spirituality of Ss. Francis and Clare. Both a Faculty/Staff pilgrimage is offered as well as a student pilgrimage.

Sacred Spaces
The University provides sacred spaces on campus for prayer and reflection including:

The Saint Francis of Assisi Chapel
Located on the second floor of Bonaventure Hall, the chapel accommodates 160 and is the central place for prayer and worship on campus. It is open 24 hours a day for prayer and reflection. It is the current location of our weekly Mass at 12:30pm on Mondays, Wednesdays, Fridays, and special holidays.

The Labyrinth
Located outside on the Northeast lawn, the Labyrinth uses the ancient symbol of the spiral to encourage meditation and prayer along its path. Instructions are located in a covered container at the entrance to the Labyrinth.

Peace Garden
Located between the Board Room and the Blue Room, this courtyard garden is a quiet space that features lush plant life and benches for quiet prayer and reflection.

Heritage Park
Located on the east lawn, Heritage Park provides a beautiful reflection space in honor of S. Clare. It is one of the most beautiful parts of the campus and provides an opportunity for reflection and a place to honor those who have gone before us to build our wonderful community.
St. Francis Terrace Garden
Located on the southeast lawn outside Bonaventura Halls Northwestern Mutual Lobby, this space honors St. Francis and is a wonderful place to sit with a friend.

Interfaith Prayer Room
Located next to Serra Dining Room next to Clare Hall, the Interfaith prayer room is a quiet place for spiritual reading, relaxation, and prayer for people of all faiths.

STUDENT AFFAIRS
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, Student Affairs intentionally brings together a number of both academic and student development areas to provide dynamic student-driven services, programs, events, and experiences designed to develop each student’s capacity to achieve academic success and discover their purpose.

Student Affairs is comprised of a number of areas including: Student Support, Student Life and Intercollegiate Athletics. This area is overseen by the Vice President for Student Affairs who also assists students in resolution of non-academic concerns, serving as a liaison between the administration and students on matters concerning the student experience at Stritch. The Vice President for Student Affairs also serves as the University Title IX Coordinator.

All University policies pertaining to student life and student-related programs can be directed to Student Affairs.

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, testing services, and an online writing lab, as well as coordinated accessibility services.

Academic Support
Academic Support offers free tutoring services to all Cardinal Stritch University students. The staff provides individual and group tutoring to help students in a variety of areas. Through academic coaching, 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 that affect learning and require classroom accommodation (e.g. restricted eyesight requiring large print texts) should refer to the Accessibility Services section of the Stritch website and contact the Accessibility Services Coordinator to discuss their needs and decide 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 Accessibility Services and Residence Life about their disability.

Cardinal Stritch University and Student Affairs 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 our entire curriculum, programs and services.

**Student Life**
Built on the foundation of showing compassion and creating a caring community, the Office of Student Life promotes the holistic development of our diverse student body through co-curricular experiences and services that foster well-being, transformation, and self-actualization.

Under the direction of the Dean of Students, the Office of Student Life includes the functions of Residence Life, Student Activities & Leadership, International Education & Study Abroad, Diversity & Inclusion, and the Health & Wellness Center. In addition, the Office oversees the institution’s student conduct policies and creates a supportive environment where all students can be successful.

**Student Activities and Leadership**
Formal education at Cardinal Stritch University is complemented by opportunities for personal and professional development through participation in co-curricular activities and programs focused on our diverse student population. Student Activities & Leadership provides outlets for growth, stimulate and broaden interests, and provide opportunities for the development of leadership skills. Students are strongly encouraged to engage in and participate in one of the many student organizations, serve as the student representative on university committees, and volunteer for program and events sponsored by the University.

**Clubs and Organizations**
New clubs and organizations emerge with student interests. Students are encouraged to attend the Club Carnival held every fall semester to find out more about organizations that are active on campus, and/or to see how their personal interests might align with that of other students on campus. In the event that no student organization meets the needs of a student, the Senior Coordinator of Student Activities & Leadership can provide guidance on how to start a new student organization. Information on active student organizations can and be found on the Stritch website at: [https://www.stritch.edu/Get-Involved/Clubs-Organizations](https://www.stritch.edu/Get-Involved/Clubs-Organizations), or by contacting the Senior Coordinator of Student Activities and Leadership. Membership in student committees, clubs and other organizations is open to all students in good academic standing.

**Annual University-wide Events/Initiatives**
Stritch has several traditions established to celebrate our community and encourage civic engagement. These collaborative programs and events, held annually, are coordinated by the staff in Student Activities & Leadership:

- New Student Orientation Programs
- Constitution Day
- Voter Registration
- Stritch Spirit Week
- Feast of St. Francis
- Stritch Spirit Week
- Pancake Feast
- 100 Days to Graduation
• Student Leadership & Service Celebration
• End of the Year Bash

**Diversity and Inclusion**
Through programs and events held throughout the year, we celebrate Stritch’s diverse community as well as create opportunities to educate faculty, staff and students to become more culturally competent. We strive to engage members in meaningful dialogue(s) and experiences that align with our Catholic Franciscan values and help to create a welcoming and inclusive university community. This area is led by the Assistant Dean of Students for Diversity and Inclusion. In this capacity, the Assistant Dean is also charged with establishing programs to facilitate the successful matriculation of students from underrepresented and marginalized communities through multi-disciplinary initiatives, programs & events as well as advocacy at all levels.

**Multicultural Programs**
Annual programming and events that focus on celebrating our differences are created and executed by the Multicultural Program Coordinator. These programs include, but are not limited to:

- Hispanic Heritage Month – September 15 to October 15
- LGBT History Month – October
- American Indian Heritage Month – November
- MLK Day Celebration – Day after MLK National Holiday
- Black History Month – February
- Women’s History Month – March
- Arab American History Month – April
- Asian/Pacific Islander Heritage Month – April/May

**International Education and Study Abroad**
The International Education & Study Abroad Office is dedicated to helping students learn about diverse world cultures through formal and informal programming. International students wanting to study at Cardinal Stritch University will immediately be connected with the Coordinator of International Education & Study Abroad. In their capacity, the coordinator will be these students’ point of contact for all things dealing with immigration, visa, logistical guidance, maintenance of SEVIS record, and social support, while attending Stritch.

In addition, Stritch promotes international and intercultural understanding by supporting U.S. students to study abroad. Through several partnerships, students can study for an academic year or term, teach aboard, participate in short-term academically intense programs, or engage in international service immersion programs. For more information on these opportunities/experience students can visit [https://www.stritch.edu/Academics/International-Education/Study-Abroad](https://www.stritch.edu/Academics/International-Education/Study-Abroad).

**Residence Life**
Stritch has two on-campus housing options - Clare and Assisi Halls. These residential hall buildings are staffed by two full-time, live-in residence life professional staff members, called Residence Life Coordinators, as well as student staff called Resident Assistants (RA’s), Operations Assistants, and Community Development Assistants. Staff is trained and responsible for creating and maintaining a safe, caring and supportive living and learning environment. In addition, a variety of programs are held in the residence halls to promote personal growth and development, social justice education, as well as community building for all residents. Also, the staff is charged with the enforcement of all University policies pertaining to on-campus living.
First-year students are required to live on campus in Clare Hall. After a student has been admitted, they are required to complete a housing preference form to select their desired housing option and meal plan. All students (new and returning) living in the residence halls must also be signed up for a meal plan.

Commuting students who wish to stay on campus overnight may do so if a room is available, and at the discretion of the Residence Life Coordinator. In the case of inclement weather, every effort will be made to accommodate last-minute requests; however, arrangements for short-term accommodations should be made with at least one-day in advance.

Residents are allowed non-resident guests to visit during the day and/or overnight. Guest(s) are required to register at the front desk and must be accompanied by a current resident. Residents will be accountable for the actions and behaviors of their registered guests. It is the responsibility of the resident to ensuring that their guest(s) abide by the policies and procedures spelled out in the Residence Hall Handbook. For more information on the policies and procedures of the residence halls visit: https://www.stritch.edu/Student-Experience/Student-Life/Resident-Life.

**Clare Hall**
Clare Hall offers housing for more than 280 students. The building contains formal and informal lounges, workout facilities, game room, laundry machines and the Den - an informal recreational gathering area with a TV and pool table. The Den also sells pizza, snacks and beverages during evening hours. Residents also have access to utilize the kitchen area in the lower level of Clare Hall. All 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. Residents’ room key will also open the entrance at the west end of Roger Bacon. 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 if needed or if door access is inoperative.

**Assisi Hall**
Assisi Hall accommodates approximately 100 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 building also offers public lounges, workout facilities, computer lab, laundry room, and cooking areas.

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. Resident students’ room key will also open the entrance at the west end of Roger Bacon. All other exterior entrances to Assisi Hall are alarmed 24 hours a day. The main entrance has a door buzzer system that allows the Residence Hall desk employees to provide entry to the building if needed or if door access is inoperative.

**Health and Wellness Center**
The Health & Wellness Center, which includes Counseling & Student Health Services, provides care and treatment to our students in keeping with our Franciscan values. All traditional and non-traditional students currently enrolled at Stritch are eligible to use the counseling and health services.

**Counseling Services**
Counseling Services promotes the mental health and well-being of students by offering free and confidential counseling by experienced and licensed therapists. Counseling Services is a place you can find someone to talk with when you are feeling lonely, depressed, confused, upset over a relationship, in crisis, or just plain stressed. These services are available
to help students develop the personal awareness and skills necessary to explore new alternatives, define goals, overcome problems, make healthy life choices, and grow and develop in ways that will allow them to maximize their educational experience at Stritch. It is important to note that this is for short-term personal counseling. Referral services are available. Appointments are free and confidential, and may be made by calling or emailing staff. Walk-ins are also an option depending on staff availability. Topics which are often addressed are stress management, decreasing anxiety, depression, family/relationship issues, loss/grief, sexuality, eating disorders, post-traumatic stress, substance abuse, career choice issues, adult learning issues, safe living space, and community referrals for continued care.

**Student Health Services**
The Student Health Services, located on the first floor of Clare Hall, provide confidential medical services at low- or no-cost to any enrolled students. The services provided are conducted by an advance nurse practitioner and a registered nurse. Students can go to the office as a walk-in or by appointment Monday through Thursdays at 9am to 3pm. If the staff is unable to provide the necessary treatment/service needed, they can help students find external medical care and can give local provider information. Staff can also assist students in understanding their medication, medical procedures, and/or learn ways to stay healthy and prevent illness.

Due to the nature of communal living, all students living in the residence halls are required to complete an Immunization and Health History Form prior to moving into the residence halls. Information on these health forms and policies can be obtained from the Student Health Services staff. Students in athletics, and majors that require health check-ups or any other health related requirement should go to health services for initial support/guidance.

Services (at no- or low-cost) include treatment for minor illnesses and injuries, immunizations, TB skin testing, strep throat testing, asthma and diabetes management, and pregnancy testing. Referrals to physicians, dentists or other community resources are available. Programs and information on such topics as nutrition, sexually transmitted infections, health issues and prevention are conducted throughout the academic year and are also available upon request.

**LDRS Initiative Program (Leadership Development, Reflection and Service)**
The LDRS Initiative is a living learning community for incoming freshmen designed to increase their capacity to be successful college students. Through linked courses, service learning experiences and individualized support, we provide students who meet on of the following criteria: Pell grant eligible, minority student, first generation student, with a high quality engaged college experience.

**CAMPUS LIFE, RESOURCES AND SERVICES**

**Academic Advising**
Academic Advising at Cardinal Stritch University helps students achieve their academic, personal, and career goals by providing a collaborative and supportive advisor/advisee relationship that is rooted in the Franciscan values and the Cardinal Stritch University mission. Academic advisors work to empower students to meet their full academic potential by providing consistent and accurate information as well as guidance on completing their academic program. Academic advising is most effective when all participants are proactive, engage in the learning process, and reflect on their results. To this extent, students are expected to work closely with their advisors to connect their strengths to their educational pathways, discuss academic and career goals, and connect with University resources that will positively impact their academic success.
All undergraduate students, regardless of program and major, are assigned to a professional academic advisor in the Student Success Center. They may also be assigned a faculty major advisor dependent upon the students’ program and major. Students who work with professional academic advisors in the Student Success Center will have an Advising Worksheet accessible through My.Stritch.

Graduate students in the College of Business and Management also work with a professional academic advisor in the Student Success Center. While graduate students in programs housed in the College of Arts and Sciences, the College of Education and Leadership, and the Ruth S. Coleman College of Nursing and Health Sciences work with a faculty or program advisor in their respective college.

Advisors are assigned at the start of a student’s academic program, with contact information on their advisor being noted on My.Stritch. All students are responsible for regularly meeting with their advisor(s), as they will need to receive advisor approval and/or registration clearance prior to enrolling in courses. Although academic advisors serve to assist students with their academic planning, schedule, and understanding degree requirements, it is still a students’ sole responsibility to ensure that they meet all degree requirements.

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.

Bookstore
The Cardinal Stritch University bookstore is operated for the benefit and convenience of students, faculty and staff. The bookstore sells textbooks, clothing, and gifts that can also be ordered online at www.stritchshop.com. This is where the bookstore’s current operating hours and other information can be found. As payment method, the bookstore accepts American Express, Discover, MasterCard, and VISA charge cards. Payment by personal checks are accepted with a valid Driver’s License/State I.D. and 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.

The Bookstore does offer textbook rentals, digital books, a Price Match program, and book buy backs. Please visit the website for more details on the policies and procedures of these services. In addition, special orders can be made for any U.S. book in print. A receipt is required for all refunds/exchanges. 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. More information regarding our refund policy can be found at www.stritchshop.com.

Bus Transportation
The Milwaukee County Transit System (MCTS) provides service to Cardinal Stritch University. Routes, schedules, as well as fare & passes information is available on the website at https://www.ridemcts.com. For any other information, please contact the MCTS Customer Service line at (414) 937-3218 during operating hours Monday through Friday at 8am to 4:30pm.

University 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;
• Distribution of Financial Aid checks;
• Acceptance of payments on tuition, room and board;
• Notarization of documents.

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.

Dining Services
Dining service facilities (Serra Dining Hall and Student Union) are open to all students. Breakfast, lunch and dinner are served in Serra Hall Dining Center Monday through Friday; and brunch and dinner is available on Saturdays and Sundays. Breakfast, daily lunch specials, grab & go, made to order salads & sandwiches are available to all students in the Student Union. No food or beverage may be taken out of Serra Hall Dining Center.

Serra Hall Dining Center Hours (Academic Year)

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>7 a.m. – 10 a.m. (Continental Breakfast Served 9 a.m. – 10 a.m.)</td>
</tr>
<tr>
<td>Breakfast Served</td>
<td>7 a.m. – 10 a.m.</td>
</tr>
<tr>
<td>Lunch Served</td>
<td>11 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Dinner Served</td>
<td>4 p.m. – 7 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td></td>
</tr>
<tr>
<td>Brunch Served</td>
<td>11 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>Dinner Served</td>
<td>5 p.m. – 6 p.m.</td>
</tr>
</tbody>
</table>

Student Union Hours (Academic Year)

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>9 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Breakfast Served</td>
<td>9 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td>Lunch Served</td>
<td>11 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Dinner Served</td>
<td>4 p.m. – 8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Breakfast Served</td>
<td>9 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td>Lunch Served</td>
<td>11 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

On-Campus Meal Options for Students
All residence hall students are signed up for a meal plan as part of their room and board package. Residential students have the option to stay on a standard 15-meals/week plan or, for an additional cost, can buy up to the 19-meals/week plan. Commuter students also have the option to purchase a meal plan to use while on campus. Commuter students have the option of 3 different meal plans: 15-meals/week, 80-meals/semester, or 64-meals/semester. Students with meal plans must present their ID cards to be swiped before entering Serra Dining Hall and after ordering their meal in the Union. For those who do not want to purchase a meal plan, several à la carte menu items are available in the Student Union and at the Bean (coffee shop) on a daily basis. Purchase for à la carte items can be done with cash, debit or charge cards.
The Bean (Coffee House)
The Bean, located in the Student Union, is Cardinal Stritch University’s coffeehouse, which features coffees, teas, espresso drinks from local vendors.

Microwaves/Vending Machines
Vending areas with microwaves are available in the Union, and Joan Steele Stein Center for Communication Studies/Fine Arts Building (CFA). The microwaves in the vending area adjacent to the Union were provided by the Student Government Association. A vending area is also located in the lower level of Bonaventure Hall. These services are managed through A’viands. If a problem should arise, contact an A’viands food service manager. All refunds are handled by A’viands.

Special Event Orders/Catering
Student organizations can request catering for special events/programs by contacting A’viands Catering at (414) 410-4246 at least two weeks prior to an event. In planning the program, students must first meet with the Senior Coordinator for Student Activities & Leadership to inquire about payment method. The Senior Coordinator will be the liaison between student organizations and catering 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 Vice President for Student Affairs. Alcoholic beverages are limited to wine and beer, and require payment for a licensed bartender through catering. 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 Library
The Franciscan Library houses gifts 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.

I.D. Cards
All students receive a Stritch I.D. at the time of registration or during New Student Orientation. 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 IT help desk. There is a replacement fee for lost cards; however, 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 on Campus
While the lockers on campus are primarily for commuter students needing space to place their belonging during the academic year, all students are able to take advantage of this service. There are lockers located in various buildings around campus and are assigned to students for the entire academic year. Students interested in securing a locker must request a locker and can obtain a lock at the Student Services Desk located in Bonaventure Hall. All locks not returned after the last day of spring finals are removed from these lockers by Security at which point, locker contents will be
removed and donated. For more information or to request a locker, please contact the Vice President for Student Affairs, Donney Moroney.

**Lost and Found**
The lost and found information is available at the IT 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. While these areas are regularly cleaned, it is the responsibility of our entire campus community to pick up after one another and keep our common spaces clean.

**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 4:30 p.m., Monday through Friday. The mail room is closed Saturdays, Sundays, 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. Purchases can only be made with cash. 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.

**Performing Arts**
The Performing Arts department offers a wide variety of concerts and other musical performances throughout the year. These performances are open to all members of the Stritch community and the public. Stritch students are admitted free of cost. The performing arts schedule can be found at [www.stritch.edu/performing-arts](http://www.stritch.edu/performing-arts).

Music organizations are open to all students who desire to continue their music performance experiences through their college years. Scholarships are available through audition with the conductor. Interested students should contact Christine Sponcia at (414) 410-4575 for more information regarding auditions and scholarships.

To make reservations or check ticket prices, call the Kendall Theater Fine Arts Box Office at (414) 410-4171. Contact the Performing Arts Department at (414) 410-4177 for additional information.

**Office of Facilities Coordination/Room Reservations**
Meeting rooms and classrooms on the Stritch main campus can be reserved online on the Astra Scheduling system at [http://reserve.stritch.edu](http://reserve.stritch.edu) but must be made at least 24 hours in advance of desired reservation time. For further assistance in reserving rooms on campus, contact the Facilities Coordinator at (414) 410-4132.
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 parking space 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 handicap parking spots must display a disabled 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 and/or other substances, yielding the appropriate right of way, and driving only on designated campus roadways.

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 at the Parking Pass Portlet. Students may complete this at any computer or at the computer at the IT Helpdesk located in the basement of Bonaventure Hall. 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. Staff 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 online using the Track-It system. Students living in the residence hall should report their concerns through their RA’s and/or Res Life Coordinators.

Registration for Classes
Stritch 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 students’ sole responsibility to ensure they meet all requirements for their degree. This includes, but is not limited to, resolving 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 their academic and/or faculty advisor.

Drops, Adds and Withdrawals
Please refer to the current University catalogs at https://www.stritch.edu/Academics/Catalog.

STUDENT INVOLVEMENT

Athletics
The Athletic Department is part of the division of Student Affairs. Cardinal Stritch University is a member of the National Association of Intercollegiate Athletics (NAIA) and have received local and national recognition as both scholars and athletes. Men’s sports include basketball, cross country, golf, soccer, tennis, track and field, and volleyball. Women’s sports include basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball. Students who are
interested in participating in intercollegiate athletics should contact the Direct of Athletics or the coach of the particular sport in which they are interested. Coaches’ contact information can be found at www.stritchwolves.com. The university mascot is the wolf whose name is Wolfie.

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 Office of Student Activities & Leadership, and 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 the University’s mission and Franciscan values.

Students interested in organizing or joining existing Greek organizations should contact the Senior Coordinator for Student Activities & Leadership.

Student Government Association (SGA)
The Student Government Association (SGA) is the main student governance body at Stritch. The purpose of SGA is to strive to create effective change on campus by addressing the needs and concerns of all students. It also works to provide direct feedback and insight to the Dean of Students Office in order to enhance the student life experience and vibrancy on campus, as well as policies and procedures impacting student success. Lastly, SGA has the responsibility to make decisions on funding of recognized student organizations, programs, and events hosted. Each semester, student organizations are given training on submitting funding requests with additional assistance available from the Office of Student Activities and Leadership. More information is available on the Student Organizations Canvas Class at https://stritch.instructure.com/enroll/8BLKPG

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

• Spotlight – programming which includes bringing a variety of local and national performers to campus.
• Movies & Films – programming includes Thursday 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 for events and activities within the Milwaukee and Chicago areas.
• Special Events – programming includes events and activities intended to promote school spirit and pride, as well as other signature events such as Countdown to Graduation.

Student Organizations
Recognized student organizations fall under the direction of the Dean’s Student Advisory Council (DAC) and the Office of Student Activities & Leadership. All organizations must secure official recognition in order to be affiliated with the University. To register as an official organization, each group must complete an organization registration form, which is available online in the Student Organizations Canvas class at https://stritch.instructure.com/enroll/8BLKPG.
Stritch has numerous student groups on campus to meet the academic, personal, identity, artistic, and social growth and development of students. Besides existing organizations, any student is welcome to start their own student group or organization. Questions about joining a club or starting your own should be directed to the Senior Coordinator of Student Activities and Leadership. For the most recent information on active student organizations go to: www.stritch.edu/Get-Involved/Clubs-Organizations.

Other Campus Opportunities for Involvement
Listed are some activities and events at Stritch that are offered but do not fall under the heading of student organizations. These events/experiences are open to all students.

Alternative Spring Break
Students looking for a way to serve during Spring Break can participate in the Alternative Spring Break experience. University Ministry offers this program that allows students to be of service to others while exploring issues of social justice related to our Franciscan values. Contact University Ministry at (414) 410-4722 for more information.

Franciscan Student Leadership Pilgrimage
Cardinal Stritch University is dedicated to deepening students’ understanding of the spirituality of St. Francis and St. Clare. In an effort to 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, and 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 FSS Coordinator, Monica Veitch at (414) 410-4134 or by email at meveitch@stritch.edu.

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.

Orientation Leaders
New Student Orientation at Cardinal Stritch University serves to welcome all incoming students to the university community through an introduction of campus values, resources, opportunities, and social connections. Orientation leaders are current students selected to volunteer their time to welcome new students and their families to the University. They assist with student move-in, Opening Day Convocation, and the rest of the New Student Orientation program as a small group leader.

Small Faith Communities
Students gather weekly during each semester to explore how God speaks to them in their daily lives. Using scripture and guided conversation, students experience support and community as they move forward in their journey of faith. For more information contact University Ministry at (414) 410-4722.

Spring Retreat
During this experience, students have the opportunity to gather for prayer, reflection, and fellowship while exploring their relationship with God and one another. For information contact University Ministry at (414) 410-4722.
University Ministry Programming
University Ministry hosts several programs and experiences open to all students so they may gain opportunities for prayer, service, faith development, and community building. Contact University Ministry at (414) 410-4722 for more information.

Department of Security
Cardinal Stritch University’s 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 and 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 upon request. They also provide a myriad of other services ranging from key control to investigative services for the University.

Security officers maintain safety on the Stritch campus but are not authorized to make arrests. The Department of Security maintains a close 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; however, there are no formal memoranda’s of understanding (MOU) or other written agreements in place with either department at this time.

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."

Campus Crime Log
A log of campus crime reports is maintained daily 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 by calling the Director of Security at (414) 410-4221 during normal business hours.

Annual Security Report
The information in the Annual Security Report (ASR) is compiled through a collaborative effort between many areas of the institution including: Security, Facilities, the Student Affairs Division, and University Communications. The Director of Security, Assistant Vice President for Student Affairs, and the Dean of Students meet a minimum of once per month (more frequently as needed) to discuss and document updates to the Jeanne Clery Disclosure of Campus Policy and Campus Statistics Act (The Clery Act).
The crime statistics included in the ASR are Clery defined crimes, occurring within the campus geography as defined by Clery and are reported to Campus Security Authorities (CSA) who in turn reports them to the Department of Security for recording. The most common CSA reports are from the Residence Life staff, the Dean of Students office, and the Department of Security itself. The Director of Security also gathers information on crimes from the Fox Point and Glendale police departments and it is included as appropriate.

Clery crime statistics from the last three calendar years, as well as information on current security policies and practices are then published in the ASR. The ASR is made available on the University website and information about and links to the document are sent to the entire University community via email prompting them to review it. Hard copies are made available upon request. Up-to-date information on Clery crimes can also be found on the campus crime log maintained by the Department of Security.

**Campus Facility Security**
Campus buildings are kept locked when not in use. This can vary from building to building, day to day. The Department of Security has access to the overall University schedule and security guards lock and open doors to specific buildings and/or rooms as needed. Faculty, staff and students are issued photo IDs and expected to keep them on hand while on campus as security may request to see them at any time in order to allow campus access. Issued keys are differentiated and staff/faculty are issued only the keys needed to open their specific buildings/offices. The University utilizes security cameras at key locations such as residence halls, high-traffic areas and parking lots. The campus exterior remains well-lit throughout the evening/night hours. In addition, security officers are on duty at all time and routinely patrol the campus and its buildings.

**Residence Hall Security**
The front doors of the Residence Halls are locked 24-hours a day. In addition, each hall has a Hall Desk at its entry that is also staffed 24-hours a day ensuring resident access, building/parking lot monitoring and guest check-in.

Campus Security staff conduct safety rounds in the main entrances of the Residence Hall throughout the day and night, while Resident Assistants (RA’s) conduct safety checks nightly throughout the residence hall floors. University residence halls are equipped with video camera systems which are in place to provide additional safety and security measures for our residents.

At the start of every academic term, residents are assigned an access code to enter their assigned residence hall and a room key to enter their rooms. Room keys and access codes are not transferable. All guests must appropriately check-in at each residence hall’s desk upon entry.

**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 are reported to the Physical Plant Department for correction.

**Reporting Crimes and Emergencies**
The University encourages that all crimes and/or other emergencies on campus be reported in an accurate and timely manner to the Department of Security and to either the Glendale or Fox Point police departments should the victim
elect to, or is unable to make such a report. If police, fire or rescue personnel are required to respond, they should be called first and then a call should be placed to campus security.

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<thead>
<tr>
<th></th>
<th>Campus Phone</th>
<th>Any Other Phone</th>
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<tbody>
<tr>
<td>Police Department</td>
<td>911</td>
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<tr>
<td>Fire Department</td>
<td>911</td>
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</tr>
<tr>
<td>Campus Security</td>
<td>4220</td>
<td>(414) 410-4220</td>
</tr>
<tr>
<td>Glendale Dispatch</td>
<td>911</td>
<td>(414) 351-9900</td>
</tr>
</tbody>
</table>

Security has access to key phone numbers for the crisis team, and will alert others as appropriate.

**Reporting at other Classroom Sites**
To report any criminal activity, call 911 or the police department having legal jurisdiction for that area. Report all incidents as well as any suspicious activity, to your instructor and/or advisor at your location.

**Reporting at non-campus locations**
Stritch does not have any officially recognized student organizations with non-campus locations at this time.

**Reporting to Campus Security Authorities**
Generally, any crime may be reported to a Campus Security Authority (CSA). Stritch specifically recommends reporting to the Department of Security or the Dean of Students, although numerous other positions are designated as CSA’s.

Campus Security Authorities ensure that criminal activity is reported to the Department of Security who follows-up appropriately (timely warnings, investigation, police referral, etc.) and records the information (excluding publicly identifying information) in the campus crime log. It is important to note that the role of a Campus Security Authority is distinct from that of the role of a “Responsible Employee” under Title IX. A person may be both a CSA and a Responsible Employee with differing obligations to report.

**Voluntary/Confidential Reporting**
Victims or witnesses may report a crime on a voluntary, confidential basis to the Dean of Students, counselors within the Wellness Center, Residence Life staff and University Ministry. Reports of this nature are filed with the Department of Security for information purposes, but there is no formal investigation of the incident. Counselors who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to them or to the Dean of Students Office on a voluntary, confidential basis for inclusion in the university’s crime statistics.

**Responding to a Crime**
Each incident reported to the Department of Security is investigated by a member of the Department of Security and/or a police officer, with the exception of confidential reports. Every effort is made to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

In addition, crime that occurs on campus is also a violation of the Student Code of Conduct and will be addressed using the University’s internal investigation (in collaboration with security) and disciplinary processes and policies.

University conduct proceedings are internal and private. However, the University will, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex-offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the
alleged victim for this purpose. In situations of sexual misconduct, notification will occur to both the victim and perpetrator according to the notification processes detailed in the University’s Sexual Misconduct and Harassment policy.

**Emergency Notification and Timely Warnings**

The Clery Act also requires each institution to make reports to the campus community (Timely Warnings) on crimes that are reported to campus security or local police agencies and are considered to be a threat to students and employees, in a manner that will promote campus safety and aid in the prevention of similar occurrences.

Timely Warnings and/or emergency notification occurs at Cardinal Stritch through a multi-media approach that uses 1) emergency notification system (e2Campus) which can send text messages, emails and computer monitor messaging; 2) social media messaging and monitoring; 3) University email and LMS systems; 4) physical alarms – sound and light on campus; 5) posters/flyers, and other written communication as needed. The specific delivery of the warning is based upon the perceived threat to the community and/or level of the emergency.

Timely warnings are used when there is understood to be an ongoing threat that the community needs to be aware of. These can include, but are not limited to, thefts, burglaries, aggravated assaults, sexual assault, etc. In addition, the Director of Security attends monthly Metro Investigators meetings, which give information on criminal activity occurring in Fox Point, Glendale and other southeast Wisconsin police jurisdictions. Any information that may be used to alert students to problems or deter criminal activity on campus will be relayed to the campus community.

Timely warnings are typically issued by the Director of Security, the Dean of Students, the Vice President for Student Affairs, the Senior Director of Facilities and the Senior Director of University Communication (in consultation with all referenced areas and University leadership as possible).

The University has both a crisis response plan and a crisis communication plan in place that allow for expedient communication in an emergency or crisis. In most crisis/emergency situations both the police and the Department of Security are called to aid in assessing the situation and to provide guidance on appropriate action (i.e. “lock in place” or “evacuate specific areas,” etc.).

Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate, and/or continuing threat to the health or safety of students, employees, or others University Communications and/or other appropriate e2Campus administrators determine who to notify and when to initiate the notification system. This will be done without delay and taking into account the safety of the community, and under the professional judgment of responsible authorities to ensure that efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency are considered.

The e2Campus system has many pre-designed emergency alerts to aid expediency. The system also allows the University to only alert specific/impacted segments of the campus. For example, in the case of a threat to the overall community such as an active shooter, the entire campus and extended community would be notified using all means available. However, for a less severe emergency that only impacts a specific sub-set or location such as a power outage isolated to one building – only those that occupy or expect to use the building would be immediately notified. Ongoing assessment is always part of the communication and notification strategy.

In addition to internal notification, the University works in collaboration with the Fox Point and Glendale Police Departments, Fire Departments and local health department in order to ensure that the greater community is informed
as to crime and emergency situations on the Stritch campus, as well as to ensure that Stritch remains informed regarding threats in the greater community.

**Emergency Notification System**

Stritch subscribes to e2campus, a notification system that alerts registered users via text messaging and email. All students, faculty and staff are auto-enrolled to this service. Additionally, users can register by logging onto [http://www.e2campus.com/my/stritch](http://www.e2campus.com/my/stritch) and providing the pertinent information. In the event of an emergency requiring quick communication, this system will be utilized to provide users with important information such as evacuation, closings, sheltering in place, etc. While these will be done with the most immediate knowledge of the situation available, they should not replace one’s personal judgment if the situation changes rapidly.

**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 Accessibility Services Coordinator regarding an evacuation plan in case of an emergency. Individuals needing such assistance are asked to visit with the Accessibility Services Coordinator 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, whereas 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 tornado watch, continue with your normal routine but stay tuned for further developments. If a tornado warning is issued you are to 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 any 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 (414) 410-4220.

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 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.

Annual Fire and Emergency Evacuation Drills
The University conducts a fire drill annually in either September or October, in both residence halls. The test is typically unannounced, however, residents are informed about evacuations processes prior to the test. The test is conducted in conjunction with local authorities (police and firefighters). Alarms are sounded and the residence halls are evacuated. University personnel meet with first responders immediately upon completion of the drill to assess all aspects of the drill (evacuation times, addressing special needs of occupants, effectiveness of audible and visual alarms, evacuation procedures, etc.). The feedback received from these drills is used to modify and enhance our campus wide emergency preparedness plans in collaboration with University leadership. Documentation on each drill, inclusive of a description of the drill, the date of the test, the time the test started and ended and its announcement status, as well as collected feedback and suggested modifications is retained by the Department of Facilities.

In addition to the Residence Hall, information on the crisis response plan as well as evacuation procedures are disseminated in the fall of each year via email to all staff, faculty and students of the University.
Safety and Security Services

Crime Prevention Education
Presentations, workshops and online learning modules are provided throughout the year to various campus groups, organizations, students, faculty and staff on Crisis Situations, Self-Protection, Harassment and Sexual Misconduct (including sexual assault, domestic violence, dating violence and stalking). In addition, information on these topics is disseminated through pamphlets and printed materials, and other electronic resources. These programs are intended to offer guidance on the University’s policies and practices, strategies for preventing crimes and ensuring a safe campus community.

Programs for Students
Multiple face-to-face programs for students occur each semester, typically provided by Student Life--specifically the Wellness Center, Student Activities and Residence Life in consultation with the Department of Security. Examples include: campus-wide programs on healthy and safe decision making, defining consent, strategies for bystander awareness and intervention, safety on spring break, self-defense, etc. In addition, the Department of Security offers on-demand discussions/trainings as requested by specific student groups. Policy and procedure information is disseminated electronically to all students, while special focus exists for new students during orientation as well as those who live in the residence hall where policy information is discussed at mandatory monthly wing-meetings.

Programs for Staff/Faculty
Faculty and staff have numerous online training programs that must be completed on a regular cycle. Some programs, such as S.A.F.E. (Strategic Actions for Emergencies) are completed annually, while others such as Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act occur when a person first begins with the institution and then must be refreshed every three years. In both cases the programs are designed to address Stritch’s policies and practices as well as to provide general safety information. Other face-to-face programs/trainings – topic specific, are offered through the Faculty Success Center, and the Staff Development Committee on an “as requested” basis.

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 who will accompany persons from one campus location to another. To use the escort service you will need to present your Cardinal Stritch University ID once you call Campus Security at (414) 410-4220 or 4220 from a house/office phone. 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. Security escorts are limited to on-campus locations.

Urgent 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 Services Desk at (414) 410-4845, Mon-Thurs 8 a.m. – 6 p.m. and Friday from 8 a.m. – 5 p.m.

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 the Department of Security at (414) 410-4220.
Student Responsibility Related to Campus Safety
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; and/or keeping your books with you at all times. 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:

• Do not 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.
• Do not 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.
• Do not argue with the robber - Give them all the cash or property they wants. Once the robbery has started it’s too late for the robber to change their mind.
• Do not 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.

**UNIVERSITY POLICIES**

**Academic Information and Policies**
Please refer to the Cardinal Stritch University Undergraduate Catalog, found at [www.stritch.edu/Academics/Catalog](http://www.stritch.edu/Academics/Catalog) for the most current academic policies and information.

**Academic Calendar and Exam Schedule**
The most current academic calendar can be found online at [www.stritch.edu/Student-Experience/Registrar/Academic-Calendar](http://www.stritch.edu/Student-Experience/Registrar/Academic-Calendar), along with the current term’s Final Exam Schedule.

**Academic Integrity Policy**
Inherent in the mission of Cardinal Stritch University is the strong belief in the principle of academic integrity. Students’ actions reflect their moral character and, by extension, the University’s reputation. Therefore, all students are expected to recognize and to abide by the following policy whether attending courses in-person or online. It is a major responsibility of students and faculty to promote academic integrity. Violations include cheating, plagiarism, fabrication and other academic misconduct.

**Cheating**
Students who cheat violate their integrity and the integrity of the University by claiming credit for work they have not done and knowledge they do not possess. Examples of cheating include copying answers from another’s work;
permitting someone else to copy answers from their own work; using books, class notes, or any other means or devices to obtain answers to a question when not allowed; and submitting substantially the same work for more than one course.

Plagiarism
Plagiarism is the use of someone else’s words, ideas or other work without proper documentation/citation. Students who plagiarize violate their integrity and the integrity of the University by laying claim to work that is not their own. Students should be aware that even when they do not intend to plagiarize, they might still be technically guilty of academic misconduct if they fail to document their sources properly. Both intentional plagiarism and inaccurate documentation are threats to the integrity of the student and the University because clear thinking and responsible work depend on careful treatment of evidence, respectful treatment of other writers and courteous treatment of one’s readers.

Examples of plagiarism include: copying words, sentences or passages from a text such as an internet source, book, magazine, newspaper, pamphlet, paper of another student, or paper prepared by anyone other than the student who submits the paper, without indicating the source of those words, sentences, or passages; using quotations without copying them correctly; paraphrasing or summarizing another writer’s ideas, even if one does not quote the writer directly, without giving credit to that writer; failing to give adequate bibliographical information to the reader who may need to refer to the source the writer has used; using graphs, charts, tables or other visual aids without giving credit to the source from which they were taken; and downloading and using any part of an oral presentation from a Web site without documentation or even with documentation if the entire presentation comes from that website. Students should know that documentation formats (APA, MLA, Turabian) vary from department to department, and they should consult the faculty about documentation specifics.

Fabrication
Fabrication is an intent to deceive members of the academic community through inventing information or creating the illusion of having acquired or mastered information. Fabrication can be recognized in these examples: listing bibliographic references not used; citing information not taken from the source indicated; falsely claiming to have completed a clinical, internship, field experience or course prerequisite; inventing data, materials or sources for academic assignments; taking a quiz or other examination for someone else or permitting someone else to be tested on one’s behalf; submitting another person’s work as if it were one’s own (written, illustrated, tabulated, etc.); submitting substantially the same work for more than one course; and not doing one’s agreed upon share of work in group projects.

Other Academic Misconduct
Academic misconduct is generally understood to be any intentional violation of academic policies by which students misrepresent their achievements or interfere in some way with the grading process. Academic misconduct includes, but is not limited to collusion in activities such as entering University property to obtain un-administered tests or changing grades; stealing, buying or selling parts of an un-administered test; bribing or accepting bribery for advance information about tests. Students should refer to the University Catalog for further information on actions and appeals to academic misconduct.

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 notify the instructor
well in advance of the anticipated absence date so that suitable arrangements can be made, and 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 community engaged experiential learning opportunities (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 their college for an excused absence. Students in these situations must follow the steps outlined above to ensure their absence is excused.

Online Courses
Cardinal Stritch University defines attendance in an online course to be meaningful and consistent academic participation at least once a week and comparable to the contact hours that would be required for a similar face-to-face course of similar credits. Attendance does not include simply logging in. The student must participate in the required or supplemental activity that involves course content (e.g., a discussion, submitting an assignment, or completing a quiz) within the Stritch supported system, such as Canvas or Wolfmail.

Name/Address Changes
The Office of the Registrar is available to serve students with questions about their academic record including their biographical information such as their name or address changes. Students wanting to request such changes must do so in writing and include a signature on the Change of Name/Address Form. The completed, and signed document, must be returned to the Registrar’s Office with appropriate documentation, as needed. This form can be dropped off at the Registrar’s Office or scanned and emailed to registrar@stritch.edu.

Additional documents for name changes include: marriage license, social security card, driver’s license, or count documentation for full name changes.

Addresses can also be changed by completing and submitting the Change of Name/Address Form. Recently enacted federal regulations that require enforcement of state laws affecting the delivery of distance education degrees, programs, and courses to students whose physical presence is in a state other than Wisconsin, may limit Cardinal Stritch University’s ability to offer online opportunities to these students. 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. Please view the state authorization page for more information.
“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 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 department chairperson/program coordinator involved must submit, in advance and in writing, formal permission to use the area to the Department of Security. 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. 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 Vice President for Student Affairs and/or Dean of Students 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.

Copyright Policy
Purpose
Cardinal Stritch University is presenting this policy to help guide our faculty, staff and students in the legal use of copyright material and to provide detail about the Universities enforcement, as well as potential civil and legal implications, for individuals who violate copyright laws.

Scope
This policy applies to all individuals who use, access or control University electronic resources to store, access or share copyrighted materials or materials owned or created by another person or entity. This includes, but is not limited to: students, faculty, staff, contractors, vendors, business partners, guests, visitors and any other user who uses University owned or controlled electronic resources.

Policy
It is illegal, and therefore prohibited on any Stritch system or network, to store, access or share any material which is copyrighted or owned by a third party for which you have not obtained current legal permission from the copyright owner, or for which there is not an existing exception provided for within copyright law, to use in the manner and for the purpose in which you are using the material. Doing so violates the United States Copyright Act and potentially other laws or regulations and exposes you to civil, criminal and or University sanctions.

Copyright Policy
When obtaining permission to store, access or share copyrighted material you should ensure that you receive permission in writing, that it clearly states what material is covered, the purpose and method that you intend to use the material, any limitations to your permission, including but not limited to valid dates and proof that the provider is the
legal owner of the material along with any other relevant or legally required documentation. You may be asked to provide this at any time to University officials, law enforcement or others with a legal right to this information.

If you are using an existing exception, such as Fair Use, it is your responsibility to ensure and document compliance with any and all relevant laws. In exercising an exception to gaining explicit permission from the copyright owner, you take on full responsibility and may be subject to civil, criminal and/or University sanctions if your use is determined to not qualify for the exception. The University will comply with any reasonable and lawful requests regarding violation or potential violation of existing copyright law in legal and responsible manner.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**
The following information is not meant to be a complete list of all penalties but rather a simple summary to provide a general idea of current penalties at the time this policy was last reviewed.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office which is listed below.

**Additional Resources include:**
- U.S. Copyright Office website - [www.copyright.gov](http://www.copyright.gov)
- Recording Industry Association of America (RIAA) - [www.riaa.com](http://www.riaa.com)
- Copyright for Student Use (Cardinal Stritch University) - [https://library.stritch.edu/Guides/Scholarly-Sources/CopyrightDisability Policy](https://library.stritch.edu/Guides/Scholarly-Sources/CopyrightDisability Policy)

**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.
**Entrance Health Status and Vaccination Requirements**
Each new full-time student should complete a health history form and have it 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 encouraged to complete the health history form showing 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. All nursing students, international students and those participating in intercollegiate sports and International Programs must have a physical examination by a licensed provider. Although the meningitis vaccine is not required, it is highly recommended.

**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/az.

**Family Educational Rights and Privacy Act (FERPA)**

Please refer to the University’s Undergraduate Catalog for 2019-2020 available at [University Course Catalog](#) page 60.

**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 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, class schedule, friends, key-code 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 student.

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.

- Donney Moroney  
  Vice President for Student Affairs/Title IX Coordinator  
  dmoroney@stritch.edu  
  (414) 410-4329

**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.

Stritch 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 Vice President for Student Affairs. Postings that do not follow these guidelines will be removed:

All posters must be approved through the Dean of Student’s office, or the Office of Student Life. Approved posters must have an approval stamp and 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") unless otherwise approved. Special permission may be given for a limited number of large posters/banners with location(s) approved by the Dean of Students.

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 an agreement cannot be reached regarding this approval, the matter may be appealed to the Dean of Students Office/Vice President of Student Affairs. 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 Facilities Coordinator.

**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 documented 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. The animal is deemed 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 gathered by contacting the Accessibility Coordinator at (414) 410-4828 or by visiting the Student Accessibility Services website at: [https://www.stritch.edu/Offices-and-Services/Academic-Support/Disability-Services](https://www.stritch.edu/Offices-and-Services/Academic-Support/Disability-Services).

**Students Using a Service Animal on Campus**
In general, service animals are permitted on campus, including exterior and interior locations, 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 they need an emotional assistance animal, the student should begin the process of requesting this accommodation by completing “Request for Emotional Assistance Animal” form available on the University SAS web page https://www.stritch.edu/Offices-and-Services/Academic-Support/Disability-Services. Part of this process will require the student to submit needed documentation from their treating physician to the Accessibilities Coordinator. This documentation must:

1) Verify that the student has a disability;
2) Describe the needed accommodation including the identified relationship between the student’s disability and the need for an emotional assistance animal;
3) Request for emotional assistance animals in University Housing at least 60 days prior to the desired move-in date.

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.

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 will maintain 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.

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; the animal’s behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility; the animal has 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 2018-2019 available at https://www.stritch.edu/Academics/Catalog, page 42.

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 Vice President for Student Affairs (and in consultation with the Director of Student Support and the Dean of Students at Stritch, 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 Vice President for Student Affairs 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 Vice President for Student Affairs 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 Vice President for Student Affairs.

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 2019-2020 available at www.stritch.edu/catalogs, page. 41.

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 (DAAPP). 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 drug and alcohol free activities. Early intervention programs have been designed to assist with the early identification of drug and alcohol 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 Aviands.
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 even
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 individuals who are 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 their 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 Student Affairs 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/or 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.

Drug Sanctions

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) is prohibited. In addition, the possession or use of salvia divinorum and synthetic marijuana (K2, Spice, etc.) is also prohibited on campus.

Students who have violated the drug 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. Additional sanctions will be levied depending on accompanying behavior. These penalties are cumulative for the student’s academic career at the University. In circumstances involving drugs, University Security will be called as well as the local police. Police will confiscate all drugs and/or drug paraphernalia.

Students who do not follow through with assigned sanctions may be suspended or expelled from the Residence Hall and/or the University. For information on specific sanctions based upon offense type, please refer to the Cardinal Stritch University Student Handbook.

Drug Paraphernalia – First Offense

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.

Drug Paraphernalia – Second Offense
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
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.

**Possession and/or Use of Drugs – Second Offence**

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.

**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 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 premise except to conduct lawful business (i.e. eating in a restaurant). First offenders can be required to forfeit up to $500, ordered to participate in a supervised work program and have their driver’s license suspended, Wis. Stats.125.07(4).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a per- son 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
Dean of Students         (414) 410-4329
Residence Life Coordinator (Assisi)     (414) 410-4252
Residence Life Coordinator (Clare)     (414) 410-4504
Resident Assistants        (via Front Desks)
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

* 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 2019-2020 available at https://www.stritch.edu/Academics/Catalog, page 54.

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
corner 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. 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 see someone with a weapon and there does not appear to be an imminent threat, call security at (414) 410-4220 and call “911” or local law enforcement.

Sexual Harassment and Misconduct Policy

Sexual harassment, sexual assault, domestic and dating violence, stalking, and retaliation of any form are an affront to human dignity and fundamentally at odds with the Mission, Vision and Core Values of Cardinal Stritch University. The University, in relation to its ongoing responsibility to maintain an environment free from harassment and sexual misconduct, is committed to taking all appropriate steps to eliminate prohibited conduct, prevent its recurrence, and
address its effects. The University also is committed to taking those steps designed to foster a climate free from sexual misconduct, including through the development and implementation of clear, effective and consistently applied policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints that are accessible to all. The University encourages all members of the Stritch Community to participate in creating a safe, welcoming, and respectful environment on campus and in all University-sponsored program and activities. Each member of the community is expected to assume responsibility for his or her own conduct, to report behaviors that may violate this policy, and to take reasonable and appropriate actions to prevent or stop acts of sexual misconduct.

This policy prohibits a broad continuum of behaviors, all of which constitute a form of sexual and/or gender-based harassment or discrimination, sexual assault or relationship violence. In general, sexual assault means unwanted touching and physical sexual acts perpetrated without effective consent. Relationship violence means any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Prohibited conduct that may violate this policy includes sexual harassment, sexual assault, sexual exploitation, domestic and dating violence, retaliation, and stalking.

Please Note: this document may use the term sexual misconduct to refer to any or all of those prohibited behaviors.

The University will respond immediately to all complaints of sexual misconduct, assessing the severity or pervasiveness of the offense and the threat it poses to the Stritch community. Individuals who are found responsible will face disciplinary sanctions up to and including dismissal from the University and/or termination of employment with the University.

The University will not tolerate retaliation, in any form or at any time, by anyone, against an individual who makes a report, participates in a resolution process, or assists as a bystander to stop sexual misconduct. Retaliation, whether actual or threatened, has the effect of destroying the sense of community and trust that is central to sustaining a quality environment at the University. Accordingly, any employee who engages in retaliation will be subject to disciplinary action, up to and including dismissal from the University and/or termination of employment with the University, no matter whether such acts are implicit or explicit, or committed directly or indirectly.

The University will make every reasonable effort to immediately stop any form of retaliation, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to sanction the perpetrators of retaliation as appropriate.

Scope of Policy

This policy applies to all members of the Stritch community, including students, faculty and non-faculty employees, consultants, volunteers, vendors, and others engaged in business with the University. Visitors to, and guests of, the University are not only protected by this policy but are also subject to its restrictions. Visitors and guests may initiate grievances for violations of this policy committed against them by members of the University community. Visitors and guests also may be permanently forbidden from entering any part of the campus or having contact with University members as a result of a violation of this policy.

All Stritch community members have an ongoing responsibility to adhere to University policies, as well as to local, State, and federal law. This policy applies to behaviors that take place on the campus, at University-sponsored events, and in the course of University-related travel and off campus programs, including but not limited to domestic academic programs, domestic field trips, domestic spring term coursework, study-abroad programs, internship programs and work-related
conferences. This policy also applies to other off-campus conduct when such conduct is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the University community or the University itself.

This policy will apply to conduct that takes place from the time a person accepts enrollment as a student, accepts employment or volunteer duties, including the period breaks between academic terms; and continues until the student withdraws or graduates or until the employee ceases employment or a volunteer ceases to act on behalf of the University.

This policy also applies to behavior conducted online, including via e-mail. Blogs, web page entries, social media sites, and other similar online postings are in the public sphere and are not private. These postings can subject a community member to allegations of conduct violations. The University does not regularly search for this information, but may take action if and when such information is brought to the attention of University officials.

**Notice of Non-Discrimination and Statement of Compliance with Title IX**

The University is fully committed to the establishment and maintenance of a safe and nondiscriminatory educational and work environment in which all individuals are treated with respect and dignity. Such a commitment is conversant with the University’s Mission, Vision and Core Values. Accordingly, the University will take all necessary steps to ensure full compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable laws and regulations that preclude discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran’s status, or genetic information in its educational programs and activities, admissions, and with regard to employment.

This policy addresses all forms of sexual discrimination, including sexual harassment, sexual assault, stalking, and relationship violence. It prohibits such behaviors against members of the Stritch community of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits failure to provide equal opportunity in admissions, employment, or athletics; reports of these types of discrimination should also be brought to the attention of a Title IX officer and will be addressed as appropriate.

Sex discrimination, as prohibited by Title IX of the Education Amendments of 1972, provides that:

**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.**

Sexual harassment also is prohibited under Title VII of the Civil Rights Act of 1964, Wisconsin State law, and other applicable statutes.

The University, as an educational community, will promptly and equitably respond to reports of sexual harassment, sexual assault, domestic and dating violence, stalking, and retaliation in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

**The Role of the Title IX Coordinator**

The President has appointed Tracy Fischer at the Title IX Coordinator to serve as the University’s Title IX Coordinator. She will be informed of all reports of sexual misconduct and will oversee the University’s review, investigation, and resolution of those reports to ensure the University’s compliance with Title IX and other applicable laws and the effective implementation of this policy. The Title IX Coordinator is responsible to:
• Oversee the development of all reports of sexual misconduct involving students, staff, and faculty, as well as volunteers and third parties.
• Ensure that he/she and Assistant Title IX Coordinators are knowledgeable and trained in University policies and procedures and relevant state and federal laws.
• Advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the University, both informally and formally, and in the community.
• Provide assistance to any University employee regarding how to respond appropriately to a report of sexual misconduct.
• Monitor compliance with all procedural requirements, record keeping and time frames outlined in this policy.
• Oversee training, prevention and education efforts, and reviews of climate and culture.
• Conduct and/or oversee investigations of complaints against students.

The Title IX Coordinator is supported by a Deputy Title IX Coordinator for Employment and Director of Human Resources, and a Deputy Title IX Coordinator and Dean of Students. Inquiries or complaints concerning the application of Title IX may be referred to the University’s Title IX Coordinator and/or the United States Department of Education:

**Title IX Coordinator**  
Donney Moroney, Vice President for Student Affairs  
6801 N Yates Rd  
Milwaukee, WI 53217  
(414) 410-4329  
dmoroney@stritch.edu

**U.S. Department of Education**  
Office for Civil Rights  
ocr@ed.gov or (800) 421-3481

**Links to Relevant Federal Laws**

Additional information about the federal laws referenced in this policy—Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); the Campus Sexual Violence Elimination Act (Campus SaVE Act); and the Family Educational Rights and Privacy Act (FERPA)—can be found at the following links:

- **Title IX** - [https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)  

  [https://clerycenter.org/policy-resources/the-clery-act/](https://clerycenter.org/policy-resources/the-clery-act/)


- **Campus SaVE Act** - [https://endrapeoncampus.org/the-campus-save-act](https://endrapeoncampus.org/the-campus-save-act)

**Privacy and Confidentiality**

The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Accordingly, the University will make every effort to protect the privacy of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate the harassment, prevent its recurrence, and address its effects.
Privacy and confidentiality have distinct meanings under this policy.

**Privacy** refers to that information which is related to a report of misconduct, and which will be shared only with a limited circle of individuals, such as those University employees who have a need to know in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be expected to exercise discretion and respect for the privacy of all individuals involved in the process. University employees who have a legitimate need to know about individual conduct complaints, pursuant to the Family Educational Rights and Privacy Act (FERPA), will be involved in the process and will share information accordingly.

**Confidentiality** refers to that information which is shared by an individual with designated campus or community professionals and cannot be revealed to any other person without the express permission of the individual. Professionals, including but not limited to, medical providers, mental health providers, ordained clergy, and off-campus rape crisis counselors, who are acting in their assigned roles, will be expected to maintain the level of confidentiality required under law and the ethics of their profession. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or unless the conduct involves suspected abuse of a minor under the age of 18.

Community members wishing to seek completely confidential assistance may speak with counselors in the Counseling Center, health service providers in the Campus Health Center, local health providers, off-campus rape crisis resources, counseling resources available to employees through the Employee Assistance Program, or members of the clergy, all of whom will maintain confidentiality in accordance with the roles they occupy and the duties assumed in those roles.

**Reporting on Campus**

Please Note: According to guidance from the Office for Civil Rights (OCR), a “responsible employee” on campus is any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator, or other appropriate University designee; or who a student could reasonably believe has this authority or duty.

The University will make clear to all employees and students which members of the staff are responsible employees so that students can make informed decisions about whether to disclose information to any one of them. Before a student reveals information that he/she may wish to keep confidential, a responsible employee must make every effort to ensure the student understands that it is: (a) the employee’s obligation to report the names of the alleged perpetrator and student involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident to the Title IX Coordinator or other appropriate officials; (b) the student’s option to request that the University maintain the student’s confidentiality, which the University will consider; and (c) the student’s ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual assault related services.

It is critical to understand that any University employee who is not designated as a confidential resource cannot maintain the confidentiality of a report or information concerning an alleged violation. All employees are instructed to share a report of sexual misconduct with a Title IX Coordinator.

**Release of Information**

If a report of misconduct suggests a serious and immediate threat to the campus community, the University will issue a timely notification to the community to protect its health or safety. The University also may share information, which is not personally identifying, about reports received in aggregate form, including data about outcomes and sanctions. The
University will never release the name of the complainant to the general public without the express consent of the complainant, or as otherwise permitted or required by law.

Pursuant to, and required by the Clery Act, anonymous statistical information must be shared with Public Safety. Annual Clery reporting to the U.S. Department of Education is required of educational institutions for certain offenses that have been reported at campus locations or certain off-campus locations controlled by the institution. The information contained in the Clery report tracks the number of Clery-reportable offenses that have occurred at such locations, but does not include the names or any other personally identifiable information about the persons involved in the incident.

The University reserves the right to notify the parents or guardians of students regarding any conduct situation, particularly disciplinary probation, loss of housing, suspension, and dismissal, in accordance with law.

All University proceedings will be conducted in compliance with the requirements of Title IX, the Clery Act, the Campus Sexual Violence Elimination Act (Campus SaVE Act), FERPA, state and local law, and University policy. Links to these federal laws are provided in Section III of this policy.

No information shall be released from proceedings under this policy except as required or permitted by law and by University policy.

Prohibited Conduct

The University prohibits and will not tolerate sexual misconduct in any form. Such violations will be subject to severe sanctions, including suspension, dismissal, or termination of employment.

The following behaviors fall under the broad definition of sexual misconduct, and are strictly prohibited:

- Sexual Harassment
- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Exploitation
- Relationship Violence
- Domestic Violence
- Dating Violence
- Stalking
- Retaliation

Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature (sexual advances, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature); or unwelcome conduct based on sex, sexual orientation, gender identity, or gender expression, when one or more of the following conditions are present:

- Submission to the unwelcome conduct is an expressed or implied condition of an individual’s employment, evaluation of academic work, or any aspect of a University program or activity.
- Refusal to submit to unwelcome conduct resulted in a tangible academic or employment detriment.
- The unwelcome conduct unreasonably interferes with an individual’s work or academic performance, or creates an intimidating or hostile academic or work environment under both an objective (a reasonable person’s view) and subjective (the complainant’s view) standard.
Sexually harassing behaviors differ in type and severity and can range from verbal harassment to unwelcome physical contact. A wide range of behaviors falls within the general definition of sexual harassment. The key determining factors are: (a) the behavior is unwelcome; (b) the behavior is gender-based or of a sexual nature; and (c) the behavior is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

A single, isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is hostile must be based on all the circumstances. These circumstances include, but are not limited to:

- Frequency of the conduct
- Nature and severity of the conduct
- The conduct was physically threatening
- The conduct was directed at more than one person
- The conduct arose in the context of other discriminatory conduct
- Whether the statement was a mere utterance of an epithet that engendered offense in an employee or a student, or constituted discourtesy or rudeness
- Whether the conduct deserves the protections of academic freedom.

**Harassment:**

- May be blatant and intentional and involve an overt action, a threat, or a reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Need not include intent to harm, be directed at a specific target, or involve repeated incidents.
- Harassment can occur in any context and may be committed by anyone, regardless of gender, age, position, or authority.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May be committed by or against an individual, or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings, over electronic or social media (including the Internet, telephone, and text), or in any other setting.
- May be a one-time event or part of a pattern of behavior.
- May be committed in the presence of others or when the parties are alone.

Examples of conduct that may constitute sexual harassment as defined above may include a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

- **Physical conduct:**
  - Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements
  - Unwanted sexual advances

- **Verbal conduct:**
  - Making or using derogatory comments, epithets, slurs, or humor
• Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations
• Offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes

• **Visual conduct:**
  • Leering; making sexual gestures; displaying suggestive objects or pictures, cartoons, or posters in a public space or forum
  • Severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading, sexually oriented images that are not pedagogically appropriate
  • Written conduct: letters, notes or electronic communications, including social media, containing comments, words, or images described above

• **Quid Pro Quo conduct:**
  • Direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists
  • Offering employment benefits in exchange for sexual favors
  • Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose
  • Making or threatening reprisals after a negative response to sexual advances

**Non-Consensual Sexual Intercourse**

Having sexual intercourse with another individual without effective consent. *Sexual intercourse* includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth-to-genital contact.

**Non-Consensual Sexual Contact**

Having sexual contact with another individual without effective consent. *Sexual contact* includes any intentional, non-accidental, and non-consensual touching of the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

**Sexual Exploitation**

Taking advantage of the sexuality of another person without effective consent or in a manner that extends the bounds of effective consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. Examples of sexual exploitation include:

• Observing another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.
• Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved.
• Prostituting another individual.
• Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Relationship Violence: Physical Harm and Intimidation**

Relationship violence is often referred to as dating violence, domestic violence, or intimate partner violence.

**Domestic violence** means a felony or misdemeanor crime of violence against a person committed by:

• A current or former spouse or intimate partner of the victim.
• A person with whom the victim shares a child in common.
• A person who is cohabitating with or has cohabitated with the victim as a spouse, intimate partner or roommate.
• A person similarly situated to a spouse of the victim under the domestic or family violence laws of Wisconsin.
• 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 Wisconsin.

**Dating violence** means violence committed by a person:

• Who is or has been in a social relationship of a romantic or intimate nature with the victim.
• Where the existence of such a relationship is determined by (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

Relationship violence may involve one act or an ongoing pattern of behavior. Relationship violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation, and does not discriminate by racial, social, or economic background.

The University will not tolerate relationship violence of any form, and recognizes that sexual harassment, sexual assault, stalking, and retaliation are forms of relationship violence when they are committed by a person who is, or has been, involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the complainant.

**Stalking**

**Stalking** means engaging in a course of physical conduct directed at a specific person that would cause a reasonable person to:

• Fear for his or her safety or the safety of others.
• Suffer substantial emotional distress.

Stalking also includes the concept of cyber-stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome and unsolicited contact with another person. Examples of stalking may include:

• Unwelcome and repeated visual or physical proximity to a person;
• Repeated oral or written threats.

• Unwelcome and/or unsolicited written communications, including letters, cards, e-mails, instant messages, and messages on online bulletin boards.

• Unwelcome and/or unsolicited communications about a person, their family, friends, or co-workers.

• Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

**Retaliation**

Retaliation involves conduct designed to seek retribution from any individual, or group of individuals, involved in the investigation or resolution of a report, or who engaged in bystander intervention of sexual misconduct. Forms of retaliation include, but are not limited to physical/verbal abuse or violence, threats, and intimidation that occur in person, in some tangible medium or electronically. Any individual, or group of individuals, including a complainant or respondent, who engage in any form of retaliation will be held fully accountable under applicable University policies and procedures.

Actions are considered retaliatory if they:

• Occur in response to a good faith disclosure of real or perceived University-related misconduct, participation in an investigation of University-related misconduct, engaging in bystander intervention of sexual misconduct.

• Have a materially adverse effect on the working, volunteering, academic, or University-controlled living environment of an employee, volunteer or student; or if the faculty member, employee, volunteer or student can no longer effectively carry out his/her University responsibilities.

**Understanding Consent: Force, Coercion, Incapacitation, and Alcohol**

**Consent**

Individuals who choose to engage in sexual activity of any type with each other must first obtain consent. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity.

**Additional Considerations Regarding Consent:**

• Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

• Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity cannot be presumed to be giving consent.

• A verbal “no” is a clear demonstration of the lack of consent.

• Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
• Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of an ongoing relationship, there must be a mutual understanding, which is actually communicated, that clearly indicates a willingness to engage in sexual activity.

• The responsibility of obtaining consent rests with the individual who initiates sexual activity. Prior to engaging in sexual activity, each participant should ask himself or herself the question, “Has the other person consented?” If the answer is “No” or “I’m not sure,” then consent has not been demonstrated and does not exist. An individual who initiates sexual activity should be able to explain the basis for his/her belief that consent existed.

• Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise his or her own free will to choose whether or not to have sexual contact.

• An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent. See “Incapacitation” for further discussion.

**Force**
Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity.

**Coercion**
Coercion is the use of unreasonable and persistent pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion may be emotional, intellectual, psychological, or moral. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity.

Examples of coercion include threatening to disclose another individual’s private sexual information related to sexual orientation, gender identity, or gender expression, and threatening to harm one’s self if the other party does not engage in the sexual activity. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

**Incapacitation**
An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

When alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be incapacitated include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

An individual who engages in sexual activity with someone the individual knows, or reasonably should know is incapable of giving knowing consent, is in violation of this policy.

**Alcohol or Other Drugs**
Sexual contact while under the influence of alcohol or other drugs is considered to be risky behavior, since alcohol and drugs impair a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments.
Therefore, it is especially important that anyone seeking to engage in sexual activity be aware of the other person’s level of intoxication. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct, and does not diminish one’s responsibility to obtain informed and freely given consent.

Any individual may file a complaint alleging harassment or bias, including an aggrieved party outside the relationship affected by the perceived harassment or bias. Retaliation against persons who report concerns about consensual relationships is prohibited and constitutes a violation of this policy.

Resources for Complainants and Respondents

Though the University recognizes that taking action to make a report and choosing how to proceed can be difficult following an incident of sexual misconduct, individual victims of such misconduct are strongly encouraged to pursue the use of any and all medical, local law enforcement and University reporting resources available. Campus and community resource professionals can provide important information about available resources and procedural options, as well as necessary assistance, regardless of when or where the incident occurred.

Emergency and Community Resources
The first priority for any individual should be personal safety and well-being. The University encourages all individuals who have experienced sexual misconduct to seek assistance by contacting the University’s Office of Public Safety, calling 911, contacting local law enforcement, and/or visiting a medical facility immediately after an incident of sexual misconduct.

All individuals are encouraged to make a report to law enforcement and/or to seek immediate medical treatment as soon as possible following an incident in order to provide professionals the opportunity to address immediate safety concerns and allow for the preservation of evidence for use in an investigative response. The University will assist in these reporting options by arranging for, or providing transportation to, the hospital, coordinating with local law enforcement (including assisting with filing a police report and obtaining a protective order), and informing a complainant about the University’s resources and complaint processes.

In the event of an emergency, individuals may obtain 24-Hour support from any of the following:

- **Milwaukee Police Department** – (414) 933-4444
- **Fox Point Police Department** – (414) 351-8911
- **Milwaukee County Sheriff’s Office** – (414) 223-1873
- **Glendale Police Department** – (414) 228-1753
- **Stritch Public Safety** – (414) 410-4220
- **Campus Health Center** – (414) 410-4096
- **Froedert Hospital** – (414) 805–3666
- **Sexual Assault Treatment Center (SATC), Aurora Sinai Medical Center:** (414) 219-5555
Confidential Resources and Support
For individuals who are seeking confidential consultation, several resources provide confidential support, both on campus and in the local community. The trained professionals designated below can provide counseling, information, and support under legally protected confidentiality. Because these relationships involve privileged conversations, these confidential resources will not share information about a patient/client (including whether or not that individual has received services) with the Title IX Coordinator or any other employee of the University without the individual’s express written permission. They may, however, submit non-identifying information about the incident for purposes of making a statistical report under the Clery Act.

Students wishing to obtain confidential support or resources on campus are encouraged to contact the University Counseling Center. The Center is staffed by psychological professionals who are bound by separate laws of confidentiality and will not share the report with other members of the University under most circumstances (excluding, for example, circumstances that give rise to an imminent safety concern).

Resources:

- University Counseling Center: Counseling Services – (414) 410-4097
- Employee Assistance Program (EAP) – (888) 628-4824
- 24-hour sexual assault hotline - (800) 656-4673
- National Domestic Violence Hotline (NDV) - (800) 799-7233 (SAFE)
  The National Domestic Violence Hotline can provide advocacy, resources, referral, and legal assistance to victims of relationship violence. The hotline is under no obligation to notify the University when providing services to students. The link to the hotline is: http://www.thehotline.org/
- Rape, Abuse and Incest National Network (RAINN) - (800) 656-4673. This is a confidential, anonymous national sexual assault hotline. https://rainn.org/

Reporting
As stated earlier, the University strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence or relationship violence, whether or not the individual plans to pursue criminal action. By doing so, law enforcement and/or the University is better able to ensure preservation of evidence and to begin a timely investigative response.

Making a report means telling a responsible party (e.g., Title IX Coordinator or the Deputy Title IX Coordinators) what happened, no matter whether that is in person, by telephone, in writing, or by e-mail. At the time a report is made, a complainant does not have to decide whether or not to request any particular course of action, nor does a complainant need to know how to label what happened. Those decisions can be made over time with the support of the University, and to the extent that is legally possible and appropriate. The University will respect an individual’s autonomy in deciding how to proceed and will balance the individual’s interests in relation to its ongoing obligation to provide a reasonably safe and non-discriminatory environment for all members of the University community.

Please Note: Any individual who reports sexual misconduct should be assured that the University will investigate all reports and resolve them in a timely, fair and impartial manner. All individuals involved can expect to be treated with
dignity and respect. In every report, the University will make an immediate assessment of any risk of harm to the University or to the broader campus community and will address those risks, including taking interim measures to provide for the safety of the individual and the campus community.

**Reporting to Law Enforcement**

The University encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under State of Wisconsin criminal statutes. Upon request from the complainant, the University will assist with contacting local law enforcement, filing a report, obtaining a protective order and cooperating with law enforcement agencies if a complainant decides to pursue the criminal process.

**Please Note:** A complainant may seek resolution through the University’s complaint process, may pursue criminal action, or may choose both. Law enforcement’s determination regarding whether or not to prosecute an alleged perpetrator will **not** determine whether the University investigates the matter and/or determines that sexual misconduct has occurred under this policy.

**Campus Reporting Resources**

All Stritch Community members should report all incidents of sexual misconduct or retaliation directly to the Title IX Coordinator or the Deputy Title IX Coordinators identified in this policy.

The University recognizes that a student or employee may choose to report to any employee of the University. For example, a student may choose to confide in an associate dean, a resident assistant, a faculty member, a director, or a coach. Similarly, an employee may choose to confide in a supervisor or a colleague. No Stritch employee may promise confidentiality (except in Counseling Services), and all Stritch employees are expected to share such information with the Title IX Coordinator or the Deputy Title IX Coordinators.

The University has identified certain groups of employees as “Responsible Employees” for purposes of complaints of sexual misconduct. These employees are the same as those identified as “Campus Security Authorities” in the University’s annual Campus Security Report. As indicated below, each of these employees has the authority to receive complaints of sexual misconduct and ensure that timely follow-up, including investigations, occurs:

- Title IX Coordinator and the Deputy Title IX Coordinator(s)
- Director and Officers of Public Safety

The following, additional employees must report complaints of sexual violence or student sexual misconduct to a Title IX Coordinator Please Note: The positions noted below are considered to be “responsible employees” positions for reporting purposes because students may reasonably believe them to have authority to redress or a duty to report complaints of sexual misconduct:

- Athletic Director, Associate and Assistant Athletic Directors
- Athletic Team Coaches, Assistant Coaches, and Athletic Trainers
- Faculty and staff
- Faculty Department Chairs and Program Chairs
- Resident Assistants/Advisors
- Peer Ministry Advisors
The Director of Human Resources, as the Deputy Title IX Coordinator for Employment, can assist faculty and staff requesting information, resources, and reporting options, and can facilitate informal resolution of complaints, where appropriate. The Office of Human Resources also can assist faculty and staff with requesting workplace interim measures during the investigation or other resolution of a complaint.

Students can report incidents directly to the Dean of Students, or to a member of the Student Affairs professional staff. The Office of Student Affairs can assist with informal resolution of complaints, where appropriate, as well as assisting with academic concerns, changes in housing, or other interim measures. The Office of Student Affairs will be able to connect students to on- and off-campus resources.

**Please Note:** The Office of Security is available to receive reports of incidents of sexual misconduct 24 hours a day, 7 days a week, and 365 days a year. A member of Security will be able to arrange transportation to the local hospital, to meet with local law enforcement, and to meet a member of the Office of Student Affairs.

**Anonymous Reporting**

An individual may make an anonymous report concerning incidents of sexual misconduct to any of the individuals identified in this policy. Depending on the extent of information available about the incident or the individuals involved, however, the University’s ability to respond to an anonymous report may be limited. The Title IX Coordinator or one of the Deputy Title IX Coordinators will review the anonymous report and determine appropriate steps, including individual or community remedies, as appropriate and in compliance with all Clery Act obligations.

**Bystanders**

All members of the Stritch Community are encouraged to take reasonable and timely actions to prevent or stop an act of sexual misconduct. Taking action may include (a) direct intervention when safe to do so; (b) enlisting the assistance of friends; (c) contacting law enforcement; and/or (d) seeking assistance from a person in authority. Community members who choose to assist under these circumstances will be supported by the University and will be protected from retaliation.

**Reporting Considerations**

**Timeliness of Report, Location of Incident**

Complainants and third-party witnesses are encouraged to report sexual misconduct as soon as possible in order to maximize the University’s ability to respond promptly and effectively. However, there is no time limit on reporting violations of this policy. If the respondent is no longer a student or employee, the University may not be able to take disciplinary action against the respondent; however, the University will still seek to meet its Title IX obligation by providing support for a complainant and taking steps to end the harassment, prevent its recurrence, and address its effects.

An incident need not occur on campus to be reported to the University. Off-campus conduct that occurs in connection with University programs or events also may be covered, including off-campus conduct that may (a) have a substantial effect on the complainant’s on-campus life and activities; (b) pose a threat or danger to the members of the Stritch community; or (c) adversely impact University interests.

**Amnesty for Personal Use of Alcohol or Other Drugs**

It is in the best interest of this community that all individuals who have been the subject of sexual misconduct report that behavior as soon as possible to identified University officials, and that witnesses share what they know. In order to encourage timely reporting, the University desires to remove any/all perceived barriers. Accordingly, an individual who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by
the University for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.

False Reporting
The University takes the validity of information it receives and upon which it can act very seriously, especially because a subsequent charge of sexual misconduct has severe consequences. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. However, a complainant who makes a report that is later found to have been intentionally false or made maliciously without regard for truth will be subject to disciplinary action under the appropriate University policy. The filing of a false report also may violate State of Wisconsin criminal statutes and civil defamation laws. Anyone who is later proven to have intentionally given false information during the course of an investigation or disciplinary hearing be subject to disciplinary action.

Protection of Minors and Mandatory Reporting of Suspected Child Abuse
On numerous occasions, minor children will be on campus to engage in academic programs or activities, summer sports camps, visit enrolled siblings, and the like. For the purposes of this policy, a minor child is any individual under the age of 18.

The University will act quickly regarding all suspected child abuse and will report such abuse or neglect, including sexual assault, to law enforcement and/or to the State of Wisconsin Department of Children and Families. The child abuse and neglect hotline is (414) 220-SAFE. Suspected abuse may involve physical, sexual, or other forms of abuse or neglect, regardless of the identity of the suspected perpetrator.

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that one has actual evidence of abuse, nor is it the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of child protective services and law enforcement authorities, those individuals and/or agencies that are best positioned to do so.

A report should be made as follows:

- If a child is in immediate danger, call the police (911).
- If there is no immediate danger, call the Office of Public Safety at (414) 410-4220. Public Safety then will assist in making the mandated reported to the State’s child protective services.

Interim Measures Following a Report of Sexual Misconduct
Upon receipt of a report of sexual misconduct, the University will impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment, prevent its recurrence, and remedy its effects. The University will maintain ongoing contact with the parties to ensure that all concerns of safety and emotional and physical well-being are being addressed. Interim measures may be imposed, regardless of whether formal disciplinary action is sought by the complainant or the University, in order to ensure the preservation of the complainant’s educational, work or volunteer experience and the overall University environment.

A complainant or respondent may request separation or other protection, or the University may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader University community, and/or the integrity of the investigative and/or resolution process.
Potential interim measures, which may be applied to the complainant and/or the respondent to the extent reasonably available and warranted by the circumstances, include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of an on-campus no-contact directive
- Rescheduling of exams and assignments
- Providing alternative course-completion options
- Change in class schedule, including the ability to transfer course sections or withdraw from a course without penalty
- Change in work schedule or job assignment
- Change in student’s University-controlled housing
- Assistance from University support staff in completing housing relocation
- Limitation on an individual’s or organization’s access to certain University facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- Interim administrative leave of absence
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

If the Title IX Coordinator determines it is advisable, an interim administrative leave of absence may be imposed on a student who is suspected of violating this policy. In addition, this type of interim administrative leave of absence may be used to preserve University property; pursue an investigation and/or hearing; and prevent disruption of, or interference with, the normal operations of the University. Interim administrative leave of absence will be used for short periods of time pending resolution of a report.

During an interim administrative leave of absence, a student may be denied access to University housing. Further, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible.

At the discretion of the Title IX Coordinator, and following consultation with other appropriate University officials, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the respondent.

Similarly, to protect the health and safety of the community, the University may impose a similar interim administrative leave with pay for any employee that is under investigation for a violation of this policy.

**Title IX Review, Investigation, and Resolution for Complaints against Students**

Upon receipt of a report, the University will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual misconduct. The assessment will consider the nature of the report, the safety of the alleged victim of the sexual misconduct and of the campus community, the complainant’s expressed preference for resolution, and the necessity for any interim remedies or measures to protect the safety of the complainant or the community.

Following this assessment, the University may (a) seek a resolution that does not involve disciplinary action against a respondent; or, (b) initiate an investigation to determine if a hearing is warranted. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to support a charge against a respondent.
As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety and emotional well-being of the complainant
- Notify the complainant of the right to contact law enforcement and seek medical treatment
- Notify the complainant of the importance of preservation of evidence
- If applicable, enter the report into the University’s daily crime log
- Assess the reported conduct for the need for a timely warning under the Clery Act
- Provide the complainant with information about on- and off-campus resources
- Notify the complainant of the range of interim measures and remedies
- Provide the complainant with an explanation of the procedural options, including remedies-based resolution and disciplinary resolution
- Assess for pattern evidence or other similar conduct by respondent
- Discuss the complainant’s expressed preference for manner of resolution and any barriers to proceeding
- Explain the University’s policy prohibiting retaliation.

The initial review will proceed to where a reasonable assessment of the safety of the individual and of the campus community can be made, and where the University has sufficient information to determine the best course of action.

At the conclusion of the Title IX Assessment, the Title IX Coordinator, in coordination with others as necessary, will determine the appropriate manner of resolution.

The determination regarding how to proceed will be communicated to the complainant in writing. Depending on the circumstances and requested resolution, the respondent may or may not be notified of the report or manner of resolution. A respondent will be notified when the University seeks action that would impact a respondent, such as protective measures that restrict the respondent’s movement on campus or the decision to involve the respondent in remedies-based resolution.

**Please Note:** Where appropriate and possible, the University will seek action consistent with the complainant’s request(s).

For example, when a complainant makes a report, but requests that a name or other identifiable information not be shared with the respondent, or that no formal action be taken, the University will inform the complainant of its obligation to balance this request against its obligation to provide a reasonably safe and non-discriminatory environment for all in the Stritch community. Further, when a complainant does not wish to proceed with an investigation, the Title IX Coordinator will determine, based on the available information, whether the investigation and/or subsequent hearing should go forward.

In making this determination, the University will consider a range of factors, including:

- Whether the complainant has requested confidentiality
- Whether the complainant wants to participate in an investigation or related hearing
- The severity and impact of the conduct, including whether a weapon was used
- Whether the complainant is a minor under the age of 18
- Whether the respondent has a pattern of similar conduct
- Whether the respondent threatened further violence or other violence against the victim or others
- The existence of independent evidence
- The extent of prior remedial methods taken with the respondent
The University also will assess any barriers to proceeding that may exist or have arisen, including retaliation, and will inform the complainant that it will, in compliance with Title IX, take strong responsive action to protect the complainant. Where the University is unable to take action consistent with the request of the complainant, the Title IX Coordinator or designee will tell the complainant about the University’s chosen course of action, which may include the University choosing to pursue action against a respondent on its own behalf. The University will not require a complainant to participate in any investigation or disciplinary proceeding. The course of action also may include steps to limit the effects of the alleged misconduct and prevent its recurrence that do not involve formal disciplinary action against a respondent or revealing the identity of the complainant.

In addition to the measures noted above, the University may initiate remedies-based resolutions that are designed to maximize the complainant’s access to the educational, extracurricular, employment or volunteer activities at the University and to eliminate a hostile environment. Such remedies include, but are not limited to targeted or broad-based educational programming or training, supported direct confrontation of the respondent, and/or indirect action by the Title IX Coordinator or the University. Depending on the form of remedies-based resolution used, it may be possible to maintain anonymity.

The University also will offer mediation for appropriate cases, though no complainant will be compelled to engage in mediation or to confront the respondent directly.

Please Note: Mediation, even if voluntary, may not be used in cases involving sexual assault.

Investigation of Sexual Misconduct
When the Title IX assessment finds that disciplinary action may be appropriate, the University will initiate an investigation. The University will designate an investigation comprised of members who have received specific training in the investigation of allegations of sexual misconduct. All investigators assigned to a matter must be impartial and free of any conflict of interest.

Investigations will be conducted in an appropriate manner, given the circumstances of the case. More specifically, the investigator or investigative team will (a) coordinate the gathering of information from the complainant, the respondent, and any other individuals who may have information relevant to the determination; (b) gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate; (c) provide the complainant and respondent with an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The witnesses identified by the complainant and/or respondent must have observed the acts in question, or have information relevant to the incident.

The investigation is designed to provide a fair and reliable gathering of the facts. It will be conducted in a thorough, impartial, and fair manner to ensure that all individuals are treated with appropriate sensitivity and with respect for individual privacy concerns.

The University will make every effort to complete the investigation within sixty (60) business days of receiving the complaint. This time frame may be extended, however, depending on the complexity of the circumstances of the particular case. At the request of law enforcement, the University may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. During this period, the University will continue to communicate with the complainant regarding Title IX rights, procedural options, and the implementation of necessary interim measures to assure the safety and well-being of all affected individuals. The University will promptly resume its Title IX fact gathering as soon as law enforcement has released the case for review following the initial criminal investigation.
Please Note: After formal notice that one’s conduct has violated this policy, the complainant and respondent have the right to be assisted by an advisor. In cases of sexual assault, domestic/dating violence, or stalking, a complainant or respondent may seek the advice and assistance of an advisor of their choice, which can be an attorney, at their own expense. The investigation process is not a legal proceeding. Accordingly, the role of an advisor is to provide guidance to the complainant or respondent regarding applicable University procedures, and to advise the complainant or respondent on the specifics of a written appeal, if applicable. Advisors also are available to offer support and to provide information on additional resources that may be available. While advisors may accompany the complainant and respondent at meetings, they may not present evidence, question witnesses, or otherwise participate.

Information the University gathers during the review or investigation will be used to evaluate the responsibility of the respondent, to provide for the safety of the complainant and the University campus community, and to take appropriate measures to end the misconduct, prevent its recurrence, and address its effects.

The Title IX Coordinator will retain copies of all reports generated as a result of investigations. The University will keep these records confidential to the extent permitted by law.

Please Note: When members of a student group, an organization, or a team, or individuals acting collusively act in concert in violation of this policy, they may be charged as a group or as individuals, and an investigation may proceed against the group as joint respondents or against one or more involved individuals as appropriate, given available information and the circumstances.

A student group, an organization, or a team’s officers and membership may be held collectively and individually responsible when violations of this policy by the organization or its members take place at organization-sponsored events, have received the consent or encouragement of the organization or of the organization’s leaders or officers, or were known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually in proportion to the involvement of each individual.

Review of Investigation Report
At the conclusion of the investigation, the investigator or investigative team will (a) prepare a written report that summarizes the information gathered, synthesizing the areas of agreement and disagreement between the parties, as well as any supporting information or accounts; (b) review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation; (c) assess the credibility of the witnesses and evidence; (d) redact information that is irrelevant, more prejudicial than probative, immaterial or based solely on opinion rather than direct observation.

Before the report is finalized, the investigator or investigative team will give the complainant and respondent the opportunity to review their own statements and, as permitted by FERPA, a summary of other information collected during the investigation, including the statements of the other party and any witnesses. The complainant and respondent then may submit any additional comments or request further investigation from the investigative team.

The report then will be submitted to the Title IX Coordinator for the administration of an appropriate action and follow-up with the complainant.
Administration of Sanctions
If the respondent is found responsible for a violation of this policy, the University will impose a sanction designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while also supporting the University’s educational mission and Title IX compliance obligations. Sanctions or interventions also are designed to promote safety and/or deter individuals from similar future behavior. The range of sanctions which may be imposed include probation, probation with community service and counseling, suspension, dismissal from the University and/or the termination of one’s employment with the University.

The Title IX Coordinator will inform the respondent of any sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Title IX Coordinator also will inform the complainant of any sanctions that directly relate to the complainant or are required by federal law to be disclosed to the complainant in the case of certain criminal sexual offenses covered by the Campus Security Act, including sexual assault, domestic/dating violence, and stalking. Each party will be provided with an outcome letter that also includes appeal options. The University reserves the right to notify appropriate University officials regarding the outcome of the investigation and the nature of the sanctions.

Appeal of a Determination
Either party may appeal the outcome of the matter to the University’s Title IX Board of Appeals within 72 hours of receipt of the investigation report and the Title IX Coordinator’s imposition of sanctions.

Records
The Title IX Coordinator will retain records of all reports, allegations, and complaints, regardless of whether the matter is resolved by Title IX assessment, disciplinary proceedings or another means.

Affirmative findings of responsibility in matters resolved through the processes described herein are part of a student’s conduct record. Such records will be used in the review of any further conduct matters. The University will maintain these records for the duration of the respondent’s relationship with the University, and may retain them for no less than seven years following the respondent’s departure from the University. In allegations involving child abuse, the University may keep the records indefinitely.

Title IX Review, Investigation and Resolution for Complaints against Faculty, Staff, and Other Non-students

Because the relationship of students, staff and faculty with the University differ in nature, the procedures that apply when seeking disciplinary action also differ in a number of respects.

Education and Prevention Programs
Cardinal Stritch University takes its compliance obligations very seriously. Throughout the year therefore, the University is committed to offering a number of educational programs designed to promote awareness of sexual harassment, sexual assault, dating and domestic violence, stalking and retaliation. Prevention programs will include an overview of the University’s policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; effective consent; effective options for bystander intervention; and other information about risk reduction. The Human Resources Offices, in consultation with the University’s Title IX Coordinator, will provide a calendar of compliance update programs for each academic year. Please consult the HR web page for additional information.
Prevention and Awareness Programs
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 and primary prevention (including normative messaging, environmental management, and bystander intervention), as well as to inform and discuss institutional policies on sexual misconduct as well as the Wisconsin definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, educate on how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches.

Awareness Programs are community-wide or audience-specific programs, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.

Primary Prevention Programs are programs, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Bystander Intervention programs and education help individuals identify safe and positive options that may be carried out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk Reduction programs strive to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

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 offered throughout the year.

Prevention Awareness Programs for new students and employees

• All new students (regardless of degree level or delivery format) are provided with and asked to complete an online course offered through Safecolleges called “Campus SaVE Act for Students – Sexual Violence Awareness” (or Faculty and Staff as appropriate). This online course provides definitions and aids the student in appropriately identifying sexual misconduct and steps that may be taken to avoid and/or eliminate it. It provides students with information regarding institutional policy as well as State regulation. Finally, it addresses options for bystander intervention.

• New Student Orientation program examples include:
  o Large group presentations designed to make student aware of the issues and options and get them talking. Specifically, a session entitled “College Adventures 101” challenges students to consider decision-making in sexual situations, provides an overview of Title IX options at Stritch and introduces the concept of affirmative consent.
Ongoing prevention and awareness programs for all students and employees

- The University provides numerous opportunities for the community (students, staff and faculty) to gain awareness and education regarding the issues of sexual harassment, sexual misconduct, intimate partner violence, stalking, consent, etc. Some examples include:
  - Information dissemination through electronic communication (online newsletters, emails, etc.)
  - Numerous bulletin boards throughout the year
  - Coffee Talk series (open to all) discussing topics from a variety of standpoints: healthy boundaries, building health relationships, managing strong emotions, issues of consent etc.
  - Sexual Assault Awareness Week/Domestic Violence Awareness Month activities (fall)
  - Denim Day University awareness campaign

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 2019-2020 available at [https://www.stritch.edu/Academics/Catalog](https://www.stritch.edu/Academics/Catalog), page. 53.

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 software that overloads the network; sending or posting illegal, defamatory, harassing, pornographic, obscene, or patently offensive sexual materials in email, web pages, individual newsgroup postings, or other electronic forms of communication.
19. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing 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 Assistant Vice-President of Student Affairs, 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.
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