Students are responsible for knowing and understanding the information in this handbook.
CAMPUS DIRECTORY/MAP

A. CLARE HALL (CH)
- Business Offices
- Clare Lounge
- Clare Residence Hall
- Human Resources
- Mom’s Room
- Payroll
- Residence Life Office
- Student Success Center - Health Services

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

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

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

D. DUNS SCOTUS HALL (DS)
- Classrooms
- Religious Studies Offices

E. ROGER BACON HALL (RB)
- Classrooms
- Ruth S. Coleman College of Nursing
- Natural Sciences Department

F. POWERHOUSE (PH)
- Engineering Office

H. ASSISI HALL
- Residence Hall

J. O.W. CARPENTER CAMPUS CENTER (CC)
- Alfred S. Kliebhan Great Hall
- Bookstore
- Conference Room J114
- Experiential Learning (SSC)
- Mail Room
- Mission Engagement (SSC)
- SGA (Student Government Association)

K. FIELDHOUSE (FH)
- Athletic Offices
- Fitness Center
- Stritch Gymnasium

L. LIBRARY (LIB)
- Franciscan Center and Library
- Library Information Commons
- L-205 (Classroom)

M. JOAN STEELE STEIN CENTER FOR COMMUNICATION STUDIES/FINE ARTS (CFA)
- Art Department
- Communication Department
- Kendall Theater Fine Arts Box Office
- Music Department
- Theater Department
- Northwestern Mutual Art Gallery
- Nancy Kendall Theater
- Radio Lobo
- Vending Machines

P. READING CENTER (RC)
- PARKING LOTS

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Clare Hall residents 1, 9
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Employees 2, 7, 12 (M-F 7 a.m. – 5 p.m.)
Stritch Visitors 3 (northeast edge of lot)
Reading Center 10 (M-F 7 a.m. – 5 p.m.)
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UNIVERSITY OVERVIEW

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

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

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

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

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

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

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

In line with Catholic social teaching, the University stresses concern for the poor or marginalized, and stands ready to remediate unjust systems where possible. It also places special emphasis on the values of hospitality, courtesy, kindness, and friendship, supporting multicultural diversity among faculty, students, and staff, and a welcoming attitude toward persons with disabilities, and disadvantaged and disenfranchised persons. Finally, the University offers programs on these values for its personnel, recognizing that, only when their acceptance has been achieved campus-wide, can Stritch be a Catholic University in the Franciscan tradition.
University Motto
The motto of the University, as inspired by the words of St. Paul, is *Ut Probetis Potiora* — that you may approve (value) the better things. A more contemporary translation of Scripture reads: “That you may discern and do more powerful deeds.” The University colors are Red, Grey and Black.

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

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

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

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

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

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

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

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

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

2017-2018 Value of the Year – Creating a Caring Community
Inspired by the lives of St. Francis and St. Clare, we create a caring community by:

- Respecting each person’s dignity
- Offering hospitality, courtesy, kindness and friendship
- Fostering loving relationships
**Commitment to Non-Discrimination**

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

**Accreditation**

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

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

**State Authorization for Distance Education**

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

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. Through Academic and Community Engagement, the University implements an array of experiential learning and career education initiatives, student internship and employment opportunities, outreach program and special community based learning projects.

Community Partnerships

Stritch is committed to a model of scholarship that puts an emphasis on having our faculty and students engage 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 individual and organizations without 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 300 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. These opportunities help students discern and develop their career readiness, mission in life, and contributions to society. Staff members serve as a resource for students as they connect with community organizations and prepare for their experiences. Staff continue to resource students 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 is a 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 the career development process. Value-centered counseling, education and outreach activities are offered by dedicated career development professionals 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
- Resume/professional writing critique
- On-campus and community job fairs, recruitment connections and networking opportunities
- Mock interview and interview strategy development
- Internship information, search process, preparation, and support
• Job search strategy development
• Career management and salary negotiations strategies

**Student Employment Program**
Student employment plays an important role across the University with numerous departments depending on student employees as a source of skilled labor. On-campus jobs help students gain meaningful work experience and earn money to offset educational expenses. Numerous departments around campus have student worker positions and will hire students as those positions become available throughout the year. Please note there are a limited number of student worker positions available. Each department hires students directly according to their staffing needs throughout the year, students need to be proactive in their search. The Experiential Learning and Career Education office works with the Financial Aid office, Human Resources office, and on-campus employers to manage an employment system that provides students with fair access to job and intentional personal and professional development essential to their career readiness.

Beginning in the 2017-2018 academic year, 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.

**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.
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. For those on campus and attending other primary locations, wireless access is available in most public spaces. In addition, the following services are available:

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
- Clare Hall: 3 West and Assisi Hall garden level

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. Laptops are also available for in-house use by residential students at the front desks in Clare Hall and Assisi Hall.

Individually Owned Computers

Individuals with personal computers equipped with a network interface card can use network jacks in the Library and Union. Wireless Internet access is available throughout campus using the current wireless network, WolfNet, which is an open, unsecured network available to all university faculty, staff, students and guests.

Computer and E-Mail Accounts

Registered students are given computing and network access privileges. Each person is issued a computer account (user ID and username) that provides access to computer labs and e-mail accounts. The e-mail account (@wolmail.stritch.edu) provides access to all public computers, printing and My Stritch. My Stritch, http://my.stritch.edu, is a one-stop portal to online student services. Services available through My Stritch include:

- Viewing course offerings
- Access to student schedules by term
- Access to student personal information
- Grades and unofficial transcripts
- Campus announcements and mass schedules
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. Student must have a valid Stritch e-mail account in order to receive electronic 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. Every student will have a Stritch e-mail account and will be responsible for checking his or her Stritch e-mail account on a regular timely basis.

**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 described below which is used for computer access, MyStritch and other core university applications. Technical assistance can be obtained from the help desk at (414) 410-4600.

**Getting Help**

All students can get help through the Help Desk by calling (414) 410-4600 or sending e-mail to: support@stritch.edu. The Help Desk is located in the lower level of Bonaventure Hall, where students can also receive in-person assistance.

**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.

**Appropriate Use**

The 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 is prohibited
- Using e-mail to harass or intimidate another person
- Intentionally wasting resources

**Feedback/Suggestions**

Students are encouraged to make suggestions and provide feedback to the administration regarding our resources and services. Please feel free to send comments or suggestions to support@stritch.edu.
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.
LIBRARY AND LEARNING SERVICES

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

The Library’s holdings include more than 142,000 items in a variety of formats as well as more than 35,000 periodical titles in paper, micro, or online formats. The Library also houses the instructional materials center with children’s literature, and primary and secondary instructional materials.

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

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.

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. Student may request materials from any of the SEITCH libraries directly through the online catalog. SWITCH provides a delivery service for these materials across the consortium with next-day service on weekdays. Student may request any material that circulates, or may request copies of articles from periodicals.

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

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

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

While some materials do not circulate outside the Library facility, photocopiers as well as online full text materials are available to users. Students are allotted 400 prints on their Paper Cut account during each term, (fall, spring, summer) ad 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 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.

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 one of the following criteria: Pell grant eligible, minority student, first generation student, with a high quality engaged college experience.

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 Space
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 daily Mass at noon Monday through Friday.

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 and experiences designed to develop each student’s capacity to achieve
academic success and discover his/her purpose.

Student Affairs is comprised of a number of areas including: Academic Advising, Student Support, Student Life, and
Retention and Data Analytics. The center is led by the Assistant Vice President of Student Affairs who also assists
students in resolution of non-academic concerns, serving as a liaison between the administration and students on matters
concerning student life at Stritch. The Assistant Vice President of Student Affairs also serves as the University Title IX
Coordinator.

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

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

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

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

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

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

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

Resident students with special housing needs should notify 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 all of our curriculum, programs and services.

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

**Student Life Activities and Organizations**
Formal education at Cardinal Stritch University is complemented by opportunities for growth through Participation in co-curricular activities and programs focused on a diverse student population. Student activities provide outlets for growth, stimulate and broaden interests and provide opportunities for the development of leadership skills. Membership in student committees, clubs and other organizations is open to all students in good academic standing. Information on student organizations and activities and be obtained through the Stritch website or the Senior Coordinator of Student Activities and Leadership.

**Clubs and Organizations**
New clubs and organizations emerge with student interests. Students are encouraged to attend the Club Carnival every fall to see what organizations are active on campus and see how their 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 and Leadership can assist a student in starting a new student organization.

**Multicultural Programs**
Through programs and events we celebrate the diversity at Stritch as well as create opportunities to educate and train members of our community to become more culturally competent. We strive to engage members in meaningful dialogue and experiences that align with our Catholic Franciscan values and help to create a welcoming and inclusive university community. In addition, the Assistant Dean for Diversity and Inclusion is charged with establishing programs to facilitate the successful matriculation of students from underrepresented and marginalized communities.

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

Both Clare and Assisi Halls are staffed by full-time, live-in residence life professional staff members, called Residence Life Coordinators, as well as student staff called Resident Assistants and Community Assistants. The staff is trained and responsible for providing support and hosting programming focused on personal growth and development as well as community building for all residents. The staff is also charged with the enforcement of all University policies pertaining to residential life. Room and board contracts can be obtained from the Stritch website and/or a Residence Life Coordinator.

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

Clare Hall

Clare Hall offers housing for more than 280 men and women. The building contains formal and informal lounges, workout facilities, 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. Resident’s room key will also open the entrance at the west end of Roger Bacon. Phones are located at each entrance, which serve to provide direct contact with the Department of Security in the event of an emergency. All other exterior entrances to Clare Hall are alarmed 24 hours a day. The main Clare Hall entrance has a door buzzer system that allows the Residence Hall desk employees to provide entry to the building.

Assisi Hall

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

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

Health and Wellness Center

Counseling Services

Short-term personal counseling and referrals are provided by licensed professional counselors through this office. Appointments are free and confidential. The primary goal of the Counseling Services staff is 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. Workshops on such topics as stress management, alcohol and other drug use and relationships are conducted throughout the year. Supportive/educational groups are conducted according to student interest throughout the academic year. Supportive/educational groups for new returning adult students, students interested in increasing self-esteem, decreasing anxiety and stress, students raised in dysfunctional families, students with alcohol or other drug use concerns,
and others are conducted as needed throughout the academic year. The alcohol and other drug prevention program is also directed through this office.

**Student Health Clinic**

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

Services that are 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, STIs, fitness, and specific women’s and men’s health issues are conducted throughout the academic year and are also available on request.

**Retention and Data Analytics**

Retention is an area within Student Affairs that facilities a University-wide effort to continuously promote student retention and degree completion through direct outreach, outcomes assessment and analysis. The Retention and Data Analytics team works with divisions, departments and programs across the University to coordinate retention-related initiatives and student-centered services to meet the needs of all student populations.
CAMPUS LIFE AND SERVICES

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

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

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

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

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

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

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

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

Textbooks – Deadlines:

Regular and Summer Terms: Within 7 calendar days of the first day of classes or within two days of purchase after that date.

Short Terms: Within 2 days of the first day of class

Dropped Classes: During the regular term, students may return books for dropped classes up to a month after the first day of classes. Proof of drop status is required.

Non-Text Merchandise: Must be returned in new condition with 10 calendar days.
Non-Returnable Items: Study guides, outlines, examination booklets, computer software, hats, special orders, sale merchandise, and opened packages.

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

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

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

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

**Serra Dining Hall Hours (Academic Year)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday through Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Breakfast</td>
<td>7 a.m. – 9 a.m.</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9 a.m. – 10 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4 p.m. – 7 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td></td>
</tr>
<tr>
<td>Brunch</td>
<td>9 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5 p.m. – 6 p.m.</td>
</tr>
</tbody>
</table>

**Student Union Hours (Academic Year)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday through Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. – 8:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. – 2 p.m.</td>
<td></td>
</tr>
<tr>
<td>Closed Saturday, Sunday, and holidays</td>
<td></td>
</tr>
</tbody>
</table>
On-Campus Meal Options for Students
All residence hall students purchase a meal plan as part of their room and board package. Commuter students can purchase a commuter meal plan available through the Student Success Center or load meal money onto their card through the dining services office. Students with meal plans must present their ID cards to be swiped before entering Serra Dining Hall. Ala carte menu items are available in the Student Union on a daily basis.

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

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

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

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

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

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

I.D. Cards
All students receive a Stritch I.D. at the time of registration. This identification card should be carried by students at all times while on campus and at University sponsored events for identification by University staff, administration, or security. I.D. cards may be obtained at the main help desk as you enter the library. There is a replacement fee for lost cards. There is no charge for change of information (change of name, status, etc.). Fraudulent information on this
identification card will be considered a serious violation of University policy and the Student Conduct Code. Stritch identification cards remain the property of the University and must be returned upon termination of enrollment, or upon request of the University administration or Security personnel.

**Lockers**

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

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

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

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

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

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

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

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

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

Interested students should contact Salvatore Terrasi at 414-410-4575 for more information regarding auditions, scholarships and registration for any of the groups listed below.
Office of Facilities Coordination/Room Reservations
Meeting rooms and classrooms on the Stritch main campus and the City Center are reserved on Astra Schedule online at reserve.stritch.edu. Last minute room reservations and room set-ups can be made by contacting the Office of Facilities Coordination, (414) 410-4132.

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

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

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

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

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 the students’ sole responsibility to ensure they meet all requirements for their degree.

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

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

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

Payment of Fees
Full payment of fees in the Business Office, the signing of a deferred payment contract, or the presentation of a Financial Aid Award Letter is required by the due date. A late fee is charged for payments made after the due date.
Theater Performances
The Cardinal Stritch University Performing Arts department presents a wide variety of theater productions throughout the academic year. For dates and times of upcoming theater productions check the Stritch website at www.stritch.edu. To make reservations or check ticket prices, call the Kendall Theater Fine Arts Box Office at (414) 410-4171. Contact the Theater Department at (414) 410-4177 for additional information.
STUDENT INVOLVEMENT

Athletics
The Athletic Department oversees intercollegiate athletics. 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 Director of Athletics or the coach of the particular sport in which they are interested. Coaches’ contact information can be found at www.stritchwolves.com.

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

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

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

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

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

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

SGA’s Policy Regarding Funding Student Participation in SGA Sponsored Clubs and Programs
Part 1
Per the Student Government Association (SGA) Constitution, membership in SGA is limited to undergraduate students enrolled in traditional programs. Membership is based on the fact that a portion of each undergraduate student’s fee is allocated to SGA. The SGA budget is comprised entirely of undergraduate, traditional program student fee money. Please see the beginning of the SGA Constitution for the official policy.

Part 2
However, College of Business and Management (CBM) students have a number of opportunities to participate in clubs and programs that are sponsored by the SGA. The guidelines for CBM participation are listed below. SGA has the right to alter these guidelines as they see fit.

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

**Student Program Board (SPB)**

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

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

**Student Clubs and Organizations**

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

Stritch has numerous student clubs and organizations on campus. Stritch has a number of councils, boards and committees dedicated to making University life a complete experience. Stritch offers a number of academic organizations geared to enhance student knowledge and offers an array of creative groups to fit anyone’s need to be expressive or artistic. Recognizing that an understanding of diverse cultures enhances a person’s education as well as his or her life, Stritch also offers a number of multicultural organizations. Besides existing clubs, any student is welcome to start their own student group or organization. If you have questions about joining a club or starting your own, please contact Matt Weiss – Senior Coordinator of Student Activities and Leadership at 414-410-4251.

**Asian Student Association**

This is a club dedicated to sharing the unique cultural backgrounds and engaging in educating students and faculty of all races to learn more Asian cultures, holidays, and customs.

**Black Student Union (BSU)**

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

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

**Circle K International (CKI)**
Circle K International (CKI) is an organization that focuses on and provides an opportunity for students to participate in service and leadership activities. With more than 13,770 members in 17 nations, CKI is making a positive impact on the world every day. CKI is an incredible leadership experience and another way for students of the Stritch community to become interconnected with our University and the Greater-Milwaukee community.

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

**Hispanic Club**
Bienvenidos! The purpose of this organization is establishing a club that is united with dedicated members who will reach out to the Stritch and Hispanic community in bringing cultural awareness and promoting diversity. We do this by celebrating Hispanic holidays, having food fairs, being part of volunteer projects and taking trips! All students are welcomed to learn and celebrate the Hispanic culture with us. Hasta luego.

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

**International Student Organization (ISO)**
The International Student Organization (ISO), also known as “International Club”, is organized and managed by International and American Students in order to provide an environment that supports cultural, educational, and social enhancement within the Stritch community. Through educational opportunities and social events, the ISO promotes awareness around issues of cultural diversity and helps foster intercultural understanding. Annual club events include International Education Week and the International Food Fair during Fall Semester, as well as Karnival/ Mardi Gras and the International Soccer Tournament during Spring Semester.

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

**Kappa Sigma Fraternity**
On campus since fall 2014, the Kappa Sigma Fraternity here at Cardinal Stritch has helped develop the male population into the proper gentlemen of today. Emphasizing their four pillars of Fellowship, Leadership, Scholarship and Service, the Kappa Sigma Fraternity strives to be appositive influence on campus and in the local community.
Live Action Role Play Club
A fun club is set around learning and being part of a new world taking on a character of your creation. Join a group and learn how to sword fight, use shields and bows (LARP-approved imitation weapons) to defeat your enemies. Have fun role playing the race you choose such as Orcs, Elves and more.

Mathematics & Computer Science Club (MATCS)
This club engages in problem solving to see how mathematics, computer science, and information systems touch our lives in various ways, and to explore career opportunities open to graduates with computer skills and mathematical problem solving ability.

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

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

Psychology Club
Psychology Club promotes awareness of and interest in current psychological issues. The club provides information about psychology as a major and a career, sponsors fields trips and hold university-wide discussions on thought-provoking topics. Anyone with an interest is welcome to attend Psychology Club events.

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

Residence Hall Association (RHA)
RHA represents all students living in Clare Hall and Assisi Hall and the Coventry Apartments. RHA serves as a voice to the University regarding resident concerns and opinions. They also provide a variety of activities and events which benefit resident students. RHA is comprised of executive officers, wing representatives, and general hall members along with four committees: Activities, Publicity, Food Services, and the Student Action Team. The Activities and Publicity committees collaborate to provide programs for resident students while the Food Service committee works with the University Dining Services to improve residents’ dining experiences. The Student Action Team works to address and take action on student issues on campus.

S.A.F.E. (Sexual Advocacy For Everyone)
S.A.F.E. exists to promote awareness and acceptance within a diverse community of LGBTQ individuals and their straight allies. S.A.F.E. seeks to educate people through programming and healthy dialogue to facilitate understanding and change. S.A.F.E. offers support and respect while upholding the Franciscan values and traditions of Cardinal Stritch University.
Sigma Gamma Rho
It is the mission of Sigma Gamma Rho Sorority to enhance the quality of life for women and their families in the U.S. and globally through community service. Our goal is to achieve greater progress in the areas of education, healthcare, and leadership development. Our members, affiliates, staff and community partners work to create and support initiatives that align with our vision.

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

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

Stritch Against Human Trafficking
Stritch Against Human Trafficking spreads the world that slavery still exists. We help people understand the forms modern slavery takes, the work our partners do to fight slavery around the world, and the hope we have that we can bring slavery to an end in our lifetimes. Organization members actively engage in self-education about slavery in order to be good informants for their community.

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

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

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

The SNA provides all nursing students an opportunity and means for self-expression and self-government and to promote nursing as a profession. Meetings are held semi-monthly and members are involved in the State Convention, Nurses Day at the Capitol, Milwaukee District Nurses Day Parade, service learning projects and the University health fair. To join, complete a SNA form from the Nursing office RB 115 or the Faculty Advisor’s office, RB 118.
Student Wisconsin Education Association (Student WEA)
The Student Wisconsin Education Association (Student WEA) is a pre-professional organization consisting of college students pursuing careers as educators. Student WEA provides an additional perspective on public education including: contracts, salary schedules, updates on PI34, and information on local, state and national public education issues. Become informed on the issues facing public school educators by getting involved in Student WEA.

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

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

Veterans Student Organization
This club exists to support veteran students and demonstrate care for the veteran community.

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

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

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

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

International Service Trips
International trips, through the office of International Education, provide affordable group travel opportunities for students who want to participate in service or cultural immersion. Students also have the opportunity to earn course credit with some trip offerings. Airfare, visa services, accommodations, and itinerary are all coordinated through the International Education office. Contact Sarah Sweeney at srsweeney@stritch.edu for more information.
Peer Advisors
Peer Advisors are current Stritch students who orient new students to their advising responsibilities, the University’s Core Curriculum requirements, online registration system and advising tools. These student leaders also run campus events and activities relevant to student advising needs.
SAFETY AND SECURITY

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. The department consists of the Director and a full staff of security officers.

In addition to such routine security functions as patrolling campus facilities and grounds, enforcement of parking regulations, etc., Stritch security officers act as liaisons with local police and fire agencies, provide information about the University and local areas to both visitors and members of the community, and provide escort services to campus parking areas 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’s) or other written agreements in place with them 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 this Annual Security Report (ASR) is compiled through a collaborative effort between many areas of the institution inclusive of: Security, Facilities, the Student Success Center and University Communications. The Director of Security and Senior Director of Student Success meet a minimum of once per month (more frequently as needed) to discuss and document updates to Clery related policies and crime statistics.

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 report 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 crime 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 with them 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 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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<th>Campus Phone</th>
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<td>Police Department</td>
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<tr>
<td>Fire Department</td>
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<tr>
<td>Main Campus Security</td>
<td>Ext. 4220</td>
<td>(414) 410-4220</td>
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<tr>
<td>Security – City Center only</td>
<td>(414) 235-7897</td>
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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
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 Senior Director of Student Success, 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, without delay, and taking into account the safety of the community, determine the content of the notification, determine who to notify and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

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 asked to register with this service. 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 Director of Student Support regarding an evacuation plan in case of an emergency. Individuals needing such assistance are asked to visit with the Director of Student Support at the beginning of each semester to plan for any changes in schedule and/or health conditions.

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

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

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

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

How to Get Emergency Help
Life-Threatening Situation
Dial “911” from a pay phone or “9-911” from an office or house phone, then call Security using the following procedures.

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

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

**To contact Security, students should call Ext. 4220 on a house or office phone or 410-4220 from a non-campus phone.** The call will be transferred to the Security Cellular Phone and will be answered by a Security Officer. Automatic external defibrillators are in five permanent locations on campus. They are located in the lobby of the field house, Clare and Assisi Residence Halls, on the first floor of the Communication Fine Arts Building in the vending area, and on the first floor of Bonaventure Hall outside the Conference Center.

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

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 Affairs--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 (including a Judo course/club), 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. Walking escorts will accompany persons from one campus location to another. The security staff at the City Center will also escort students to the parking garage. To use the escort service:

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

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

**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.
• Keeping your books with you.
Report book thefts to the Department of Security immediately. A recovery may be made at a resale counter and the thief apprehended.

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

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

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

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

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

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

**Don’t argue with the robber.**
- Give him/her all the cash or property he/she wants.
- Once the robbery has started it’s too late for the robber to change his/her mind.

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

**Don’t chase or follow the robber.**
• Chasing the robber invites violence.
• The police could mistake you for one of the robbers.

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

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

• Think carefully about your sexual limits and communicate them clearly with dates.
• If you are in a situation in which someone is ignoring your stated limits, get out of the situation immediately and into a safe place.
• Exercise caution with someone who is invading your personal space. At the first touch that feels uncomfortable, speak your mind in clear, simple language.
• The use of alcohol and other drugs increases the risk of a sexual assault by an acquaintance. People who are sober recognize danger more easily, and are often in a better position to take care of themselves. Sex with someone who is intoxicated is considered an assault if it is determined that she or he was unable to fully consent. Conversely, someone who commits an assault while under the influence of alcohol or other drugs will still be held responsible for his/her behavior.
If you go to a party with friends, make an agreement that everyone will go home together, no matter what. Keep an eye on each other throughout the party. Avoid venturing upstairs (if the party is down-stairs) by yourself.
• Realize that, no matter how many or how few of these prevention strategies you utilize, no one deserves to be assaulted.
UNIVERSITY POLICIES

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

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

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

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

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

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

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

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

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

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

Address/Name Change
Address changes may be made through My.Stritch. After logging on, go to Personal Info and click on the Biographical Info tab, then click on the Edit icon to change your personal information.
Due to recently enacted regulations that require enforcement of state laws affecting distance education (online and correspondence) programs and courses, changing your residency status while enrolled in an academic program could impact your continued and/or future enrollment at Cardinal Stritch University. It is your responsibility to update the University with any changes to your residency by notifying your academic advisor prior to moving. Please view the state authorization page for more information.

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

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

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

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

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

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

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

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 Requirements
Each new full-time student needs to have a completed health record on file in the Wellness Center/Health Services prior to the beginning of their first semester. This medical form includes a health history, immunization record and general physical.
Students not living in the residence hall are required to complete the health history form and must have the following immunizations: A Tetanus-Diphtheria within the past 10 years, completion of the Polio series, evidence of receiving the Varicella Vaccine or having the chickenpox virus and 2 doses of the MMR (dose 1 after first birthday). Immune titers are also acceptable.

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

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

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

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/health/default.htm.

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

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

**Missing Student Policy**

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

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

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

If a member of the University community has reason to believe that a student is missing, Residence Life and the Department of Security should immediately be notified. Upon receiving notification, Residence Life, in conjunction with the Dean of Students and the Department of Security, will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone number, if provided, will be the first contact. However additional efforts may include, but are not limited to, checking the resident’s room/apartment, class schedule, friends, history, on-line presence, and locating the resident’s vehicle. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.
If, upon investigation by Residence Life and Security and concurred by the Dean of Students, it is determined that the resident is missing for at least 24 hours, the following will occur. A University representative will contact the resident’s designated emergency contact and the appropriate police department and request a missing person report to initiate a police investigation. Stritch staff will assist the police in the investigation as needed. In most cases, the student’s custodial parent or guardian will also be notified.

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

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

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

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

Prohibited harassment includes but is not limited to comments, slurs, jokes, innuendoes, cartoons, pranks, or physical harassment. Harassment also includes negative actions based upon a student’s or employee’s participation in activities identified with any group. In order to promote a non-discriminatory, inclusive environment, our University will support programs to educate its community in regard to respect for all its members.

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

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

Incidents of harassment and discrimination should be promptly reported to the following university officials. Unless otherwise noted, the address for the following University officials is 6801 North Yates Road, Milwaukee, WI 53217.

- Tracy Fischer
  Senior Director of Student Success/Title IX Coordinator
  tafischer@stritch.edu
  (414) 410-4266
Response to Harassment/Discrimination
Student-to-student or student-to-employee harassment or discrimination incidents are handled through the Code of Conduct and investigated by the Student Success Center. Appropriate corrective action is taken based on the nature of the incident and the student’s disciplinary history. Disciplinary sanctions can include a written or verbal warning, disciplinary probation, mediation, educational assignment, community service, removal from university housing, suspension, or expulsion.

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

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 Senior Director of Student Success. Postings that do not follow these guidelines will be removed.

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

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

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

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

Poster etiquette

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

• **Posters for the Residence Halls are approved through the Residence Life Office.**

### Other Forms of Posting

• Chalking is permitted on the sidewalks leading to the various buildings except those leading to the entrances of Bonaventure Hall.

• Information on posters submitted to the Student Success Center may be placed on the University Events Calendar and also forwarded to the Stritch Digital Signage software when appropriate.

### Pregnancy and Other Medical Conditions

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

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

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

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

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

Students with disabilities or medical conditions, pregnant or parenting students seeking accommodations should contact the Student Accessibility Services Office at Bonaventure Hall Suite 1058 or 414-410-4828.
Presenter Policy
In an effort to honor the Franciscan values of Cardinal Stritch University, student organizations utilizing Stritch facilities and sponsoring a presenter addressing an open audience must comply with the following:

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

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

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

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

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

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

Emotional Assistance animal is one prescribed to an individual with a disability by a healthcare professional, is necessary to afford that individual an equal opportunity to use and enjoy University Housing, and presents an identifiable relationship between the disability and the assistance the animal provides. Other terms that identify this type of animal include emotional support, therapy, comfort, companion, or assistance animal. While dogs are the most common type of emotional assistance animal, other animals can also be emotional assistance animals.
**Student Accessibility Services (SAS)** is the office at the University that provides services and accommodations to students with disabilities. SAS is dedicated to maintaining an environment for students with disabilities that provides reasonable full access to all educational programs, activities and facilities at the University. Additional information can be found by contacting our main office at 414-410-4828 or by visiting our website at: [http://www.stritch.edu/studentaccessibilityservices/](http://www.stritch.edu/studentaccessibilityservices/)

**Students Using a Service Animal on Campus**

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

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

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

**Requirements of Service Animals.**

1. **Control.** The student handler must be in control of the service animal at all times. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal’s work or the handler’s disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal or other effective controls. The animal’s behavior must not be disruptive to its surroundings or other members of the University community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, taking food from dining area tables, or taking personal belongings of individuals other than the owner.

2. **Clean up.** The service animal must be housebroken. The student handler will ensure the immediate clean up and disposal of waste. Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.

**Students Requiring an Emotional Assistance Animal on Campus**

Cardinal Stritch University enforces a no-animal policy in its residence halls and campus facilities. Emotional assistance animals must be registered through the office of the Dean of Students. Emotional assistance animals are asked to be registered eight to ten weeks prior to the beginning of classwork, co-curricular involvement, or other school activity. This is an addendum to the student housing contract only. Abiding by this housing addendum policy protects University students and ensures the safety of the student and their emotional assistance animal.

The University reserves the right to enforce all relevant guidelines for the use of animals through the Code of Student Conduct. The University also reserves the right to revoke permission granted for the campus presence of any emotional assistance animal whose owner fails to follow the requirements set forth in these guidelines.
Requests for emotional assistance animals in University housing and campus facilities will be reviewed under the University’s policy and provided to both the Student Accessibility Services Coordinator and the Dean of Students.

**Accommodation Approval Process.**

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


2. Submit documentation to SAS from his/her healthcare provider which:
   a. Verifies that the student has a disability;
   b. Describes the needed accommodation, and
   c. Identifies the relationship between the student's disability and the need for an emotional assistance animal using the form entitled “Medical/Health Care Provider Form” on the SAS webpage. Requests for emotional assistance animals in University Housing must be submitted at least 60 days prior to the desired move-in date.

3. The Student Accessibility Services Coordinator and Dean of Students serve as the campus co-authorities for the approval for students or their family members requesting an emotional assistance animal to be present in any facility. The documentation provided should follow the same guidelines as documentation required for disability accommodations. Once a request is made and documentation is provided, the Student Accessibility Services Coordinator will meet with the Dean of Students, and the Residence Life Coordinator, as appropriate, to determine if the animal in question will be allowed to be present and/or live on campus. The determination will be made on a case-by-case basis.

4. If the accommodation is granted, it is in effect for the semester. Approval for registration must be sought each semester. If approved, the Office of the Senior Director of Facilities will be notified of the approved emotional assistance animal and keep a list of all approved emotional assistance animals on campus.

**Residence Life’s Emotional Assistance Animal Expectations**

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

- The user/owner must have completed the requirements outlined in these guidelines.
- The user/owner must complete the following forms included in these guidelines:
  - Request for Emotional-assistance Animal
  - Medical/Health Care Provider Form
  - User/Owner Statement for Emotional Assistance Animals
  - Animal Registration Form for Emotional Assistance Animals
- The animal must be registered with the Student Accessibility Services Coordinator.
- The user/owner must ensure that the animal is on a leash or in a carrier at all times. The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The animal must be accompanied by the user/owner at all times while in University facilities and be on a leash at all times.
• The user/owner is responsible for any property damage caused by the animal.
• Use of the animal shall not constitute a direct threat to the health and safety of others
• If an owner/user obtains a new or different animal to be used under the provisions of this procedure, the new or different animal must be registered and approved. The Departments of Security and Facilities will need to be notified of any changes.
• The user/owner of the animal must be in full control of the animal at all times. Care and supervision of the animal is the sole responsibility of the contract holder.
• The contract holder is also responsible for ensuring the prompt cleanup and sanitary disposal of the animal’s waste, and must toilet the animal in the area agreed upon by Facilities Staff.
• The animal must be immunized against diseases common to their species and appropriately documented (e.g., current vaccination against rabies and wear a rabies vaccination tag). The user/owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations appropriate for that type of animal are current.
• The animal must be in good health. The animal must have an annual clean bill of health from a licensed veterinarian and a copy given to the Residence Life staff and the Office of Student Accessibility Services. University Housing has authority to require that the animal receive veterinary attention.
• The user/owner must ensure that animals are registered annually in accordance with the City of Fox Point or Glendale regulations and wear a valid vaccination tag. The animal must wear current license tags (in accordance with the City Fox Point or the City of Glendale ordinance) at all times.
• University Housing may place other reasonable conditions or restrictions, depending on the nature and characteristics of the animal.

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

• An emotional assistance animal may be excluded from a facility if that animal poses a direct threat to the health and safety of others, or conflicts with another approved animal. This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.

• An animal may be excluded from a facility if that animal’s behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility. This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.

• An animal will be excluded from a facility where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal’s use will compromise the integrity of other program (e.g., food preparation areas, research laboratories, and areas requiring protective clothing). This decision will be made by any and all appropriate University officials, including a representative of the Academic Support/Student Accessibility Services, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.
Removal of Animal
The contract holder may be required to remove the animal from University facilities if the contract holder or animal fails to comply with this addendum or existing University Housing policies. The following describes behaviors which may result in the removal of the animal:

- **Disruptive Behavior**: Unruly or disruptive (e.g., biting, barking, howling, growling, aggression) behavior is prohibited. If such behavior persists, the owner may be prohibited from having the animal until the contract holder takes necessary remedial steps to correct the animal’s behavioral problems. It is the owner’s responsibility to contact Residence Life or the Department of Security if he/she witnesses disruptive behavior by the animal.

- **Uncleanliness**: Failure to properly clean up and dispose of the animal’s waste is prohibited. The animal must be sufficiently groomed, clean, and free from offensive odor.

- **Emergencies**: In the case of the owner suffering an emergency, and in need of hospitalization or otherwise indisposed, an emergency contact person must be available to pick up and care for the animal.

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

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

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

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

The above sections also apply to Graduate Assistants.

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

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

**Wellness Check-In Policy**
The University reserves the right to institute mandatory wellness check in the event of a serious, widespread health concern. In the case of resident students, this would usually require students to check in at the front desk of their residence hall daily. Failure to comply with this policy is a violation of the Student Code of Conduct.
STUDENT CONDUCT POLICIES

Administrative Medical Withdrawal

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

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

A student may be subject to administrative medical withdrawal from the University, or removal from University housing, if it is determined by the Senior Director of Student Success (and in consultation with the Director of Student Support and the Dean of Students at 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 Senior Director of Student Success and the directors referenced above may determine that it is in the best interest of the student and/or the University community for the student to be administratively withdrawn from school. In such cases, the student may be referred for evaluation by an appropriate mental health professional or an independent licensed psychiatrist or psychologist chosen by the institution. Students referred for evaluation in accordance with this procedure shall be informed in writing. A failure to cooperate with the evaluation will normally lead to the determination that the student possesses the capacity to respond to the charge.

A student suffering from a mental disorder who is accused of a disciplinary violation will not be excused from the disciplinary process unless the student lacks the capacity to respond to the charge as a result of the mental disorder.

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

Students subject to an administrative medical withdrawal for psychological and psychiatric reasons shall be accorded an informal hearing before the Senior Director of Student Success and/or the Director of Student Support or Dean of Students as appropriate. This meeting shall consist of a review and explanation for this action with the student and/or parents or guardians of the student if possible. The informal hearing shall be conversational and non-adversarial.

Readmission to the University after an administrative withdrawal for psychiatric or psychological reasons must be requested in writing and approved by the Senior Director of Student Success.

A student may also receive an administrative withdrawal from the institution for serious medical reasons that do not allow a student to successfully pursue or complete academic coursework. Requests for medical withdrawals of this type should be directed to the Director of Student Support.

Administrative Withdrawal (General)

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

Alcohol and Other Drug Policy/Student Policy Statement

In the State of Wisconsin, the legal age for consumption of alcohol is 21. Students under the legal age who consume, possess, buy, serve, or sell alcoholic beverages or individuals who sell to or serve minors are in violation of both state law and University policy.
Philosophy
The University has established the following policy with regard to alcohol and other drugs (AOD) to ensure that it meets its obligation to students, employees, funding sources and the community. The goal of this policy is to balance our respect for students with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer compassion and aid for students suffering from alcohol and other drug problems, to protect the University community and to send a clear message that students are expected to obey the law and take personal responsibility for their conduct.

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

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

Social University Sponsored Events
The student or faculty chaperones for a club and student organization-sponsored event where alcoholic beverages are to be served at the University are to obtain a permit to serve alcohol from the Dean of Students within the Student Success Center no less than ten school days in advance of the event. The bartender, chaperones and advisor for the event assume the responsibility of adhering to the following guidelines:
1. Seeing that the University regulations and state laws regulating the sale and use of alcoholic beverages are not violated,
2. Insuring that appropriate behavior is maintained at all times, and
3. Insuring that no alcoholic beverages are sold or dispensed to anyone under the legal drinking age.
4. All events must terminate by 12 a.m. Sundays through Thursdays and by 1 a.m. on Fridays and Saturdays unless special permission is granted by the Student Success Center.
5. The expenditure of student activity fees for alcoholic beverages is not allowed.
6. All alcoholic beverages must be purchased through the Food Service Inc.
   The employment of bartenders must be arranged, at the organization’s expense, through 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 event.
9. Only those beverages sold and provided by the sponsoring organization of an event are to be consumed. No one is to bring his/her own beverages to an event.
10. A member of the University’s administration, faculty or staff shall be on duty for any University-sponsored social event when alcoholic beverages will be served with the following responsibilities:
   a. Maintain contact with student chaperones;
   b. Be present at the door or entry point for the duration of the event;
   c. Check ID’s for the duration of the party (in compliance with the Wisconsin State law);
   d. Insure alcoholic beverages are not carried in or out of the designated event area;
   e. Handle any disruptive situations or problems occurring outside the event area;
f. Handle any disruptive situations or problems occurring inside the event area;
g. Report all names of students breaking University policy to the Dean of Students.

11. The performing band for social events of legal age should be informed through the Stritch contact person that if the band members wish to drink alcoholic beverages during the course of the evening, they will be required and expected to partake of the same beverages as provided by the sponsoring organization and in the same responsible manner as other participants. Groups, which fail to observe this policy, may be asked to leave and shall be told that they will not be contracted again and the Musicians' Union will be informed of their reluctance to comply with Stritch’ guidelines concerning alcoholic beverages.

12. Nonalcoholic beverages and free food snacks must be available for the duration of any activity where alcoholic beverages are served.

13. The University enforces a “no use” policy for students under 21 and encourages responsible use of alcohol for those of legal drinking age who choose to drink.

14. One or more members of the Stritch faculty or staff must be present for each University-sponsored event at which alcohol is served.

15. Events, which advertise outside of the University community, may be required to contract for security services at the event when alcohol is being served.

16. Event chaperones or outside additional security personnel must meet with the Dean of Students or the faculty or staff chaperone prior to the start of the event to review their responsibilities.

17. Posters or other promotional materials for University sponsored events may not advertise or promote the consumption of alcohol.

18. Security and/or law enforcement personnel will be contacted for students who exhibit disruptive/abusive behavior while on Stritch property, while at Stritch instructional sites or while attending any Stritch-sponsored activity.

**Student Standards of Conduct Related to Alcohol and Other Drugs**

1. No use, possession, sale, manufacture, trade or distribution of alcohol, drug paraphernalia or illicit drugs is permitted. The only exception is responsible use of alcohol for legal drinking-age either:
   a. at a University-sanctioned event where a permit has been obtained, or
   b. in a legal-age student's residence hall room when no underage persons are present.

2. It is a violation of the policy for a student to report to the University classroom/clinical site with the presence of alcohol or illegal drugs in his/her body.

3. If a student is taking prescribed medication that will affect the student’s ability to perform his/her work, the instructor should be notified. Prescription drugs are to be used only by the person for whom the prescription was written.

4. Students who drink on- or off-campus and exhibit irresponsible behavior (i.e. public disturbances, danger to self or others, destruction of property, alcohol-related sickness or inability to care for oneself) will be subject to sanctions.

5. The University staff and concerned persons reserve the right to call 911 in cases of suspected alcohol poisoning, drug overdose, or when an individual is unconscious, or is perceived to be a danger to self or others. Individuals receiving medical treatment will be responsible for the costs incurred.

6. Kegs, tappers, party punches, beer bongs, drinking games, or drug paraphernalia are not permitted on University property.

7. No person shall provide assistance to a student under the age of 21 in obtaining access to alcohol. This includes, but is not limited to, purchasing or providing alcohol, transferring or storing alcohol, or providing with an ID card intended to deceive others.
8. No open containers are permitted in public areas (hallway, lounges, etc.) without a permit. For student-sponsored events, special permission may be sought through the Student Success Center for consumption of alcoholic beverages by legal-age students at the site of the event.

9. Students of legal drinking age may drink only in a room of a legal aged student with the room door shut. No person may drink or bring alcohol into the room of an underage student.

10. No underage person can be present in a room where alcohol is being consumed even if the underage person is not drinking.

11. Mass quantities of alcohol are not permitted in the residence halls or any other part of campus. Of age residents with excessive quantities will be given the opportunity to remove the alcohol from the building, or have to empty out the containers. Any amount of alcohol belonging to underage students will be emptied.

12. It is against state law and University policy to misrepresent one’s age and/or falsify one’s identification card. All altered or “fake” identification cards (driver’s license, school ID card, etc.) will be confiscated by University representatives and/or are subject to police referral. Additionally, individuals who provide others with false identification are subject to disciplinary action by the University and/or referral to the police.

13. Residence hall students are responsible for their behavior and for that of their guests. Students may be sanctioned for their own inappropriate drinking and that of their guests. Residence hall guests violating the policy who are Stritch students will also be sanctioned for their violations. Uncooperative guests may have their guest privileges revoked, and will be referred to security or the police if they refuse to leave peaceably.

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

**Alcohol Sanctions**

Students are expected to follow Wisconsin state laws and University policies relating to alcohol use. When students fail to meet this responsibility, serious consequences will result that may impact one’s status as a student. Depending on the circumstances, the local police may be contacted. Parents may be contacted for alcohol violations. The following procedures are designed to handle cases of alleged misconduct in fairness to all concerned.

After receiving a written invitation, the student will arrange a meeting with an administrative hearing officer. Students who have violated the alcohol policy will receive disciplinary action. Such action may include, but is not limited to, probation, community service, restitution, housing reassignment (resident students only), educational assignments, and substance abuse screening. Specific sanctions will be based upon the nature of the incident, the impact of the incident on self and others, any prior violations of the Student Conduct Code, and the student’s cooperation in resolving the situation.

Students who have violated the alcohol policy are required to meet with counseling services for an initial assessment, according to the timetable established by the hearing officer. Depending on the results of the initial assessment, interventions may include a substance abuse screening inventory, alcohol abuse prevention/education sessions, and/or other counseling interventions that are determined to be appropriate for each individual situation. Costs for the initial assessment, and any outside referrals, are the responsibility of the student.

Repeated violations, or a single violation that causes significant disruption of the community, can result in suspension or expulsion from the Residence Hall and/or the University. Students who do not complete the assigned sanctions within the designated time period may also be suspended or expelled from the Residence Hall and/or University.
Alcohol sanctions remain on a student’s disciplinary record. The accumulation of 3 alcohol violations will result in a suspension or expulsion from University housing and/or the University.

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

**First Offense**

1. Confiscation and disposal of all alcoholic beverages in student’s possession by a University staff member who will then document the incident and notify a Residence Life Coordinator and/or the Dean of Students of the policy violation. Depending on the circumstances, the University may contact local police.
2. After receiving notification of a policy violation an Administrative Hearing Officer will contact, in writing or University issued e-mail account, those involved in the situation. Students will be instructed to arrange a meeting with the appropriate University official in a timely manner as specified by the written notification.
3. Arrange for an appointment with Counseling Services within three days of meeting with an Administrative Hearing Officer. When meeting with the appropriate University official to discuss the incident, students will sign an Authorization for Release of Information form in order for the University to verify completion of these sessions with Counseling Services. A meeting with Counseling Services may include an additional assessments and referrals. Students will be responsible for the cost of any assessment as well as the completion of any assignments or recommendations as determined by Counseling Services.
4. Fine of $50 to be used for residence hall improvements.
5. A minimum of 3 hours community service time as determined by the Administrative Hearing Officer.
6. Possible notification of parent or guardian.

**Second Offense**

1. Confiscation and disposal of all alcoholic beverages in student’s possession by a University staff member who will then document the incident and notify a Residence Life Coordinator and/or the Dean of Students of the policy violation. Depending on the circumstances, the University may contact local police.
2. After receiving notification of a policy violation an Administrative Hearing Officer will contact, in writing or University issued e-mail account, those involved in the situation. Students will be instructed to arrange a meeting with the appropriate University official in a timely manner as specified by the written notification.
3. Arrange for an appointment with Counseling Services within three days of meeting with an Administrative Hearing Officer. When meeting with the appropriate University official to discuss the incident, students will sign an Authorization for Release of Information form in order for the University to verify completion of these sessions with Counseling Services. A meeting with Counseling Services may include an additional assessments and referrals. Students will be responsible for the cost of any assessment as well as the completion of any assignments or recommendations as determined by Counseling Services.
4. Fine of $75 to be used for residence hall improvements.
5. A minimum of 6 hours community service time as determined by the Administrative Hearing Officer.
6. Possible notification of parent or guardian.
7. University disciplinary probation status.

**Third Offense**

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

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

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

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

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

**Alcohol/Drug Abuse – Community Referral Agencies**

- **Addiction Resource Council**  (262) 524-7921
- **Alcoholics Anonymous**  (414) 771-9119
- **Milwaukee Council on Alcoholism and Drug Dependence (Impact)**  (414) 276-8487
- **Starting Point of Ozaukee**  (262) 375-1110
- **“Focus on Community” Racine Council on Alcohol & Drug Abuse**  (262) 632-6200
- **Crisis Center**  (262) 752-0751

**Selected Treatment Agencies**

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

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

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

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

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

**  Meta House, Inc. is a substance abuse treatment program dedicated to helping women through the progression of recovery. Meta House is dedicated to helping women reclaim their lives from the effects of substance abuse.
Disruptive/Threatening Behavior Policy
Also available in the University catalog for 2015-2016 available at www.stritch.edu/catalogs, page 50.

Disruptive Behavior
Cooperation and mutual respect are imperative in creating and maintaining an effective learning environment where all enrolled students can receive the maximum value of the higher education experience. It is vital that student and faculty actions in University settings or activities model behaviors that promote a positive learning environment. It is the responsibility of both the students and the faculty members to ensure that disruptive behaviors do not occur.

Stating unpopular opinions relating directly to the topic under discussion is not disruptive behavior, provided it is done in a respectful manner.

Examples of disruptive behavior include, but are not limited to the following: consistently speaking without being recognized; interrupting other speakers; distracting the class from the subject matter or discussion, which may include inappropriate cell phone use; harassing behavior or personal insults; failing to maintain civility in discussions; engaging in side conversations; using the computer for non-class related functions; bringing un-enrolled parties to class, except in the case that a guide is permitted due to a disability accommodation; or refusing to comply with the directions of the faculty member.

These behavioral expectations as outlined above are also applicable to other campus settings; e.g., Library, cafeteria, etc.

Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act of 1973, they are expected to meet the same standards of conduct as any student. It is important that the faculty member establishes the standards for his or her classroom and enforces them for all students.

Threatening Behavior
Threatening behavior is defined as “any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct or gesture as a serious expression of intent to physically harm (U of Arizona).”

Campus security (at the Fox Point/Glendale campus) will generally be called for threatening behavior; however, 911 should be called first if the threat of harm is imminent.

Threatening behavior must be reported to Security, the Student Success Center (specifically the Senior Director of Student Success and/or the Dean of Students), and the Dean of the college in which the threat occurred. An incident report must be completed within 24 hours and forwarded to the Student Success Center, Security, and the College Dean, and a copy retained by the filing employee. In a case in which the threat is made about, but not to, an individual, that individual will be notified as soon as possible by security.

Irrespective of law enforcement action, members of the Student Success Center will investigate complaints against students and will keep records of such complaints and investigations. The Senior Director of Student Success may require a mental health assessment at the student’s expense.

Threatening incidents will be handled by the Student Success Center in a manner consistent with other violations of the student code of conduct as outlined in the Student Handbook. The University reserves the right, in appropriate cases, to
suspend the student temporarily, pending determination of a hearing. The threatened person, Security, and the Dean of the college in which the threat occurred, will be notified of the outcome of the case.

After a decision has been made, either the person who made the threat or the threatened may file an appeal with the Provost/Vice President for Academic Affairs. The appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within 10 working days from the time the student is notified of the committee’s decision. The decision of the Provost/Vice President for Academic Affairs will be final.

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

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

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

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

A disruptive classroom situation may result in informal mediation, a formal contract between the student and the University outlining expected behaviors, a counseling referral, or a disciplinary action. Disciplinary action can result in a variety of sanctions including, but not limited to, disciplinary probation, behavioral requirements, suspension, or expulsion.

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

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

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

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

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

**Sexual Harassment and Misconduct Policy**
Consistent with the mission and Franciscan values of Cardinal Stritch University to provide a working and learning environment that fosters the intellectual, spiritual and social development of the individual, sexual harassment and sexual misconduct (including but not limited to domestic violence, dating violence, sexual assault and stalking) will not be tolerated and every effort will be made to eradicate it completely and swiftly.

In the event that sexual harassment and/or sexual misconduct occurs, anyone who has experienced or has knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local law enforcement and/or campus security and irrespective of whether a victim pursues a formal complaint through the Cardinal Stritch University resolution process.

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

**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 Workplace Answers called “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Students” (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:
  - Large group presentations designed to make student aware of the issues and options and get them talking. In 2015 there was a presentation provided by Collegiate Empowerment called “0 Shades of Grey.”
  - New Student Orientation also includes opportunities for small group discussion and reflection. In 2015 students participated in an activity called “Consent or Not Consent??? That is the Question!” which presented them with numerous scenarios through which to examine the definition and reality of 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.)
  - 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) – including programs such as “Don’t be a Bystander, Have Bystander Awareness,” “Let’s Talk About Consent,” and a documentary viewing of “The Hunting Ground” with discussion.
  - Denim Day University awareness campaign

**Identifying Sexual Misconduct**
Sexual misconduct includes but is not limited to, conduct prohibited at Wisconsin Statutes 940.225, including the following conduct:
1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit the same)
3. Non-Consensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation

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

Sexual harassment includes (but is not limited to): 1) jokes, remarks, pictures and/or use of the Internet or other forms of electronic communication that are sexual or derogatory to members of one sex; 2) leering, unnecessary touching, patting, cornering, standing too close, undue attention; 3) inappropriate inquiries about sexual values; 4) verbal or physical
conduct of a sexual nature that is intimidating, demeaning, hostile or offensive, 5) requests or demands for sexual encounters with or without threats concerning one’s grades, recommendations, promotions, jobs, etc.

**Power Differentials (Quid Pro Quo)**
Intimate relationships between individuals of different institutional status, even when appearing mutual at the onset, have an underlying imbalance in authority that can diminish an individual’s freedom of choice. Given the uneven balance of power within such relationships, they may present opportunities for sexual harassment. Because of the potential for sexual harassment in certain situations where an unequal power differential exists between the parties involved, the University prohibits romantic and/or sexual relationships between individuals in such situations. Examples include (but are not limited to): supervisory relationships, teaching relationships, advising relationships and coaching relationships.

Individuals who have University responsibility for security, healthcare, ministry, student welfare and development and disciplinary activities are prohibited from engaging in romantic and/or sexual relationships with those members of the University community for whom they have a responsibility to protect and assist.

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

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

2. **Non-Consensual Sexual Contact is:**
   - Any intentional sexual touching,
   - However slight,
   - With any object,
   - By a person upon a person
   - That is without consent and/or by force.

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

3. **Non-Consensual Sexual Intercourse is:**
   - Any sexual intercourse,
   - However slight,
   - With any object,
   - By a person upon a person
   - That is without consent and/or by force

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

4. **Sexual Exploitation includes, but is not limited to:**
   - Invasion of sexual privacy
   - Non-consensual video or audio-taping of a sexual activity
   - Going beyond boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
• Engaging in voyeurism
• Knowingly transmitting an STI or HIV to another student
• Prostituting another student
• Exposing one’s genitals in non-consensual circumstances
• Sexually-based stalking and/or bullying
• Employing social media to carry out any of the above (or other) sexually exploitive or harassment-related activities

**Additional Definitions:**
The following definitions provide additional clarity in recognizing sexual harassment and/or sexual misconduct.

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

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

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

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

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

- Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.
  - Possession, use and/or distribution of rape drugs (including but not limited to Rohypnol, Ketamine, GHB, etc.) is prohibited and a violation of this policy.
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

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

*Dating Violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship; 2) the type of the relationship; 3) the frequency of interaction between the persons involved in the relationship.
Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Guidance in Violent Sexual Misconduct Situations
In the event that you are the victim of violent sexual misconduct (i.e., sexual assault) you are strongly encouraged to follow the procedures outlined by most police departments and agencies assisting such victims/survivors. These include:

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

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

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

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

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

In the Milwaukee area, helpful information and assistance are also available by contacting:
The Common Council Task Force on Sexual Assault & Domestic Violence
(414) 286-2997

Sexual Assault Treatment Center
(414) 291-5555

Minnesota’s Crime Victims’ Rights and Services
Under Minnesota’s crime victims’ bill of rights, those who are victims or witnesses to a crime are entitled to certain rights. These include notification rights, the right to participate in prosecution, the right to protection from harm and the right to apply for financial assistance. Victims of crime in Minnesota are also entitled to services for the following:
The Minnesota Department of Public Safety’s 24-hour HOTLINE for crime victims’ resources: (800) 422-0798.

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

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

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

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

Confidential Reporting
To report an incident confidentially enables you to discuss the situation with a Stritch employee or other trained individual who will not share the information with anyone else. This individual will share options and advice, but will not tell anyone about the situation unless you authorize them to do so. Students who choose to report confidentially may still choose to be included in the institution’s annual crime statistics. At Stritch, these individuals include:

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

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

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

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

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

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

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

**Review/Grievance Process**

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

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

In the case of an accused student, the incident will be treated like all allegations of misconduct at the University and will use the institution’s conduct investigation and sanction processes as outlined in the Student Handbook. In the case of an accused staff or faculty member, the University will use the staff and faculty “standards of conduct and disciplinary action” policy and process as outlined in the staff and faculty employee handbook.

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Student Code of Conduct.

Procedurally, when the University receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support the University will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; assistance with student financial aid; and other assistance as may be appropriate and available on campus or in
the community (such as no contact orders, campus escorts, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim’s advocate. No victim is required to take advantage of these services and resources, but the University provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures is provided in writing to all victims, whether they are students, employees, guests or visitors.

In accordance with federal regulations, the University will complete a prompt, fair, and impartial review, investigation and hearing conducted by trained professionals. A decision will be rendered within a 60-day time period on the basis of the information available using the evidentiary standard of a “preponderance of evidence” (what is more likely than not).

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Wisconsin law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of the victim or information that could easily lead to the victim’s identification. Additionally, the University maintains privacy in relation to any accommodations and/or protective measures. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities of having a support person of their choice throughout, as well as to fully participate in the process/proceeding, including any meeting, conference, hearing, appeal or other procedural action. The role of an advisor is limited to consultation with the student or employee involved and is not allowed direct participation in the process beyond that. Both the victim and the respondent will have equal access to the information used during meetings, as well as timely notice of such meetings to ensure their right of full participation. Communications and meetings between University officials and victims concerning accommodations or protective measures are not considered part of the proceeding and will remain confidential.

Both the complainant and accused will be simultaneously advised in writing of the outcome/result of the complaint once a decision has been reached. This will include any initial, interim or final decisions made by the University as well as the rationale for the decision, imposed sanctions (if any) and the process for appeal.

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

**Appeals**

After a decision has been made through the review/grievance process, either the accused or the complainant may file an appeal with the Title IX coordinator who will engage University leadership in its review. The appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within 10 working days from the time the student/employee is notified of the committee’s decision. If no appeal is filed within the stated 10 working day time frame, the decision is considered final. If an appeal is filed, the decision rendered after the initial appeal is final.

**Smoking Policy**

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

Students who work in University leased buildings at the various campus and remote locations must adhere to the building’s smoking policy.
Student Conduct Code
Also found in the University catalog for 2015-2016 available at www.stritch.edu/catalogs, page. 49.

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

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

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

1. Cheating, plagiarism or any form of academic dishonesty as specified in the Academic Integrity Policy.
2. Forgery, alteration or misuse of campus documents, records, time-cards, or identification; knowingly furnishing false information to the University.
3. Self-destructive behaviors which impede an individual's ability to properly pursue his/her education or obligation as a student at Cardinal Stritch University.
4. Misrepresentation of oneself or of an organization to be an agent of the University.
5. Obstruction or disruption, on or off campus property, of the academic process, administration process, or other campus functions.
6. Threatening to or inflicting, physical or psychological violence to the person or property of others, including their family members or campus visitors.
7. Theft, intentional destruction, damage or unauthorized possession/use of University property or of the property of others, including their family members or campus visitors.
8. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment or facility.
9. Possession, distribution or sale of any illegal or unauthorized drugs that are controlled substances having potential for abuse, except as authorized by law.
10. Illegal possession, distribution, or use of alcoholic beverages and drugs specified in the University's Alcohol and Drug Policy.
11. Reporting to a University classroom/clinical site with the presence of alcohol or illegal drugs in one's body.
12. Possession or use of explosives, dangerous chemicals, firearms, or other weapons on campus property or at a campus function.
13. Abuse of or tampering with fire alarm or security systems, fire emergency equipment or any other emergency equipment.
14. Sexual or physical harassment or assault, or psychological harassment of any individual (inclusive of incidents of dating violence, domestic violence and/or stalking). See the Sexual Harassment and Misconduct Policy.
15. Engaging in degrading, lewd, indecent or obscene behavior.
16. Failure to comply with directions of or acting disrespectfully towards University officials, designated agents, law enforcement, or others in authority in the performance of their duties.
17. Conduct which adversely affects a student’s suitability as a member of a respectful academic community.

Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
18. Use of technology in an unauthorized way. This includes, but is not limited to sharing or distributing music in a manner that violates copyright laws; attempting to gain access to another’s email account; use of another individual’s identification and/or password; making changes to another’s private files, or impersonating another individual; knowingly transmitting viruses, chain mail, or spam; using 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 Senior Director of Student Success, the Dean of Students or other appropriate conduct officer indicates to the student that an informal conference will be held to discuss the matter and the student’s alleged involvement in it. If there is agreement between the student and the staff investigating as to the nature of the violation, the extent to which the student was involved and the disciplinary action to be taken, and that action is completed within the assigned time frame, no other actions will be taken.

If the seriousness of the violation warrants a more encompassing suspension or expulsion from the University, the student may be given a formal Administrative Hearing and a decision will be made by either the Senior Director of Student Success or the Dean of Students.

Administrative Hearings
When a case requires a formal administrative hearing, the student is given a statement of charges and a date is set for a hearing at which the student is able to discuss the incident and answer questions.
If several students are involved in one incident, the individuals are heard alone — not in or as a group. If a conduct incident involves members of a recognized student group (i.e., student organization, team, cohort group), additional group sanctions (suspension of activities/recognition, dissolution, community service, etc.) may be assigned after the resolution of individual incidents.

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

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

Record of the incident and action taken will not become part of the student’s official University record unless the student is found “responsible” for the violation. Persons other than the student involved, the persons called as witnesses, and those hearing the incident are not entitled to information concerning the case. A student who is a victim of a crime of violence perpetrated by another student will be informed of the results of the disciplinary proceedings. With the exception of notification to a dismissed student's parent(s) as described later in this section, this information will not generally be disclosed to the public.

**Right to Assistance**
The student shall have the right to assistance from an advocate of his or her choosing. The role of the assistant/advocate is limited to consultation with the student involved and is not allowed participation in the conduct process beyond that.

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

**Right of Appeal**
As part of the hearing process the student is informed of the right of appeal and procedures to be followed. Following an administrative hearing, an appeal may be made to the designated appeal officer based upon the origin of the initial decision. In each situation, the letter detailing the finding of the University provides explicit instruction as to the appeal officer. Generally speaking:

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

An appeal must be made to the indicated appellate officer in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within ten (10) days of the decision unless granted an extension by the hearing person/body due to unique circumstances.

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

a. To determine whether the conduct process was conducted fairly in light of the alleged Student Conduct code violation(s) and information presented, and giving the student a reasonable opportunity to present a response to those
allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant
prejudice results.

b. To determine whether the decision reached regarding the student was based on substantial information.

c. To determine whether the decision reached sanction(s) imposed were appropriate for the violation of the Student
Conduct Code for which the student was found responsible.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original
conduct process because such information and/or facts were not known to the person appealing at the time of the
original process.

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

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

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

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

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

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

**Expulsion**

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