



# Mount Mary

UNIVERSITY

## **Student Handbook**

**2013-2014**

# Mount Mary University Student Handbook 2013-2014

## **Introduction to the Student Handbook**

Preamble	5
Student Rights	5
Disclaimer of Liability	6
Purpose of Student Handbook	6

## **About Mount Mary University**

Mission	
Vision	7
Purpose	7
Seal	7
Beliefs	8
Colors and Nickname	8
Traditions	8
Abbreviated Campus Directory	10

## **Academic Policies & Procedures**

Academic Standing	11
Academic Honesty and Integrity	11
Procedure for Violations of Academic Integrity	12
Grade and Other Academic Appeals	13
Academic Dismissal	14
Attendance	15
Registration	15
Adding or Dropping a Class	15
Leave of Absence	16
Re-entry to the University after an Official Leave of Absence	16
Withdrawal	16

## **General University Policies and Procedures for Students**

<i>Policies</i>	
Alcohol/Drugs/Illegal Substances	17
Children on Campus	19
Discrimination/Harassment	19
Hazing	21
Protest and Petitions	21
Quiet Hours	21
Residence Hall	21
Sales and Solicitation	22
Sexual Harassment	22
Sexual Offenses	23
Smoking	24
Student Guests on Campus	24

<b><i>Procedures</i></b>	
Bulletin Boards and Posting	25
Campus Vehicles	25
Change in Phone, Address	25
Dress Code	25
Emergency Campus Closing	26
Emergency Evacuation	26
Family Education Right to Privacy Act (FERPA)	27
Health and Immunization Records	28
Illness, Injuries, and Accidents	28
Information Technology	29
Missing Person	33
Parent/Guardian Notifications	34
Student Health Insurance	35
Student Organizations	35
University Communication with Students	36
Voting	37
<b>Student Code of Conduct</b>	
Preamble	38
Definitions	38
Student Code Authority	39
Proscribed Conduct	39
Student Conduct Code Procedures	42
Interpretation and Revision	48
<b>University Resources and Information</b>	
Academic Advising	49
Academic Counseling	49
Accessibility Services	49
Alumnae Relations	49
Athletics	49
Bloechl Recreation and Fitness Center	50
Bookstore	50
Buildings and Grounds	50
Business Office	50
Campus Facilities	50
Campus Ministry	51
Career Development	51
Caroline Scholars	51
Child Care Center	52
Counseling Center	52
Dean for Academic Affairs	52
Dean for Student Affairs	52
Financial Aid and Student Employment	52
Food Services	53

Grace Scholars	53
Graduate Education	53
Guest Rooms	54
Identification Cards	54
Information Technology/Computer Labs	54
International Center/Study Abroad	54
Library	54
Lockers	55
Lounges	55
Mailroom	55
My Mount Mary (my.mtmary.edu)	55
Notary Public	56
Parking Information and Vehicle Registration	56
President	56
Promise Plus Project (P3)	56
Promise Program	56
Public Safety	57
Registrar's Office	57
Residence Life	57
Service Learning	58
Student Engagement	58
Tutoring and Testing Services	59
Vice President for Academic and Student Affairs	59

## INTRODUCTION TO THE STUDENT HANDBOOK

### **Preamble**

Mount Mary University is a Catholic college for women whose mission is to provide an academic base rooted in the liberal arts and develop women of conviction, sensitive to Christian principles and moral and aesthetic values, and competent to take their place as educated women in the community at large, to lead and to accept responsibility for the attainment of social justice. Mount Mary University recognizes the following rights and responsibilities on the part of the student body, individually and severally, as essential to the fulfillment of its mission.

### **Student Rights**

1. The right of admission to the University and its programs on the basis of individual merit and with-out regard to race, color, religion, age, physical or mental disability, and national origin. Mount Mary retains the status as a women's college, and reserves the right to accept only women to its Bachelor of Science and Bachelor of Arts degree programs. The Bachelor of Science in Nursing Program with Columbia College of Nursing is open to women and men. All graduate programs and post-baccalaureate programs are open to women and men.
2. The right to a clear and precise written statement from the University regarding the regulations, obligations and responsibilities pertaining to educational and curricular activities and to residence living.
3. The right to be evaluated solely on academic performance by those who teach their classes.
4. The right to review and discuss their academic performance with those who teach their classes.
5. The right to protection through orderly procedures from prejudiced or capricious academic evaluation.
6. The right to expect that administrative staff and faculty members hold confidential any personal information which they acquire through their work.
7. The right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and implemented by the University.
8. The right to be secure in their person, residence, papers and personal effects against unreasonable surveillance, searches, and seizures.
9. The right to elect a student government and establish appropriate student organizations.
10. The right to examine and discuss all questions of interest to them and to express their opinions both privately and publicly. It should be made clear, however, that the public expressions of students and student organizations represent their own opinions and not necessarily those of the University.

11. The right to a clearly defined means of participating in the formulation and implementation of policies affecting academic and student affairs.
12. The right to establish and issue publications free of censorship or other pressure aimed at controlling editorial policy, with free selection and removal of editorial staffs reserved to the organization sponsoring these publications. In reserving these rights, students are expected to conform to the canons of responsible journalism and to be respectful of the Catholic tradition of the University.
13. The right to exercise their full rights as citizens of community, state and nation, provided they do not claim to represent the University.
14. The right of procedural due process as established by the University.

### **Disclaimer of Liability**

Mount Mary University disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following: Any injury or damage sustained on property owned by or under the control of the University to include classrooms, structures, buildings, public areas and grounds, vehicles, etc. Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit, and regardless of cause. Any injury or damage suffered in an intercollegiate, intramural, contest or event (athletic or otherwise) as a participant, spectator, or other, including transit to or from. Any injury or damage resulting from fire, theft, the elements or by other cause or any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student, or contractor. Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Mount Mary University. Any student is bound to follow all of the University's rules and regulations. Mount Mary University student who fails to read this handbook will not be excused from compliance with the policies and requirements herein.

### **Purpose of Student Handbook**

It is in the best interest of students to familiarize themselves with the information in this handbook, as it contains important information about University policies and procedures, as well as information about the Student Conduct Code. While this student handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that it is not a complete statement of all procedures, policies, rules and regulations of Mount Mary University. The University has the right to change without notice any procedures, policies or programs that appear in the student handbook. The various departments of the University may have their own procedures and policies that apply to students. In addition, except where expressly noted herein, this student handbook is not, nor is it intended, to create a contract between any student and the University.

## **ABOUT MOUNT MARY UNIVERISTY**

### **Mount Mary University Mission**

Mount Mary University, an urban Catholic University for women sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking creatively and critically. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

### **Mount Mary University Vision**

Mount Mary University is recognized as a diverse learning community that works in partnership with local, national and global organizations to educate women to transform the world.

### **Mount Mary University Purposes**

In order to achieve the mission of Mount Mary University, the following statement of purposes has been articulated. These purposes provide direction for planning, programming and administration of the University.

The purposes of the University are to:

1. Provide undergraduate and graduate programs that stimulate students to seek knowledge, think critically, communicate thought effectively and appreciate the rich diversity of the college community and the world around them.
2. Offer all students a basis for intellectual convictions, ethical values based on Christian principles and an aesthetic framework to enrich their lives.
3. Effectively integrate the liberal arts with career preparation.
4. Prepare students to use leadership qualities to demonstrate a strong sense of social responsibility by providing curricular and co-curricular opportunities for growth, both on campus and in the larger community.
5. Foster excellence in teaching based on an environment of academic freedom and a commitment to ongoing professional development.
6. Continue to serve in the tradition of the School Sisters of Notre Dame whose mission includes providing for the needs of women in a changing and diverse society.
7. Operate with fiscal responsibility in the context of implementing the mission of Mount Mary University.

### **Mount Mary University Seal**

The seal of Mount Mary University is circular in form, the circle suggesting its traditional symbolic meaning, eternity, the true and final measure of all human values. The ring surrounding the central design indicates the harmony that unites faculty and students in the pursuit of common aims and ideals. The words, VIRTUS ET SCIENTIA, inscribed in the open Book of Wisdom, epitomize the ideals and aims of the college. The book is wreathed with oak, symbol of strength, and palm, sign of victory won and success achieved. The M above the book stands for the Blessed Virgin Mary, the Seat of Wisdom, under whose protection the School Sisters of Notre Dame have placed the college where virtue and knowledge are sought.

### **Mount Mary University Beliefs**

- We believe that education is to be within the framework of Christian principles.
- We believe that as a college we must manifest a Christian commitment to the betterment of society.
- We believe that Mount Mary, as an institution, should provide an atmosphere conducive to the development of leadership.
- We believe that a woman-centered educational institution is an important educational alternative.
- We believe in the rights and dignity of each person.
- We believe that maturity develops along a self-directed path.
- We believe that the student brings her abilities and talents to the University, and the University offers her the opportunity to direct these qualities in a common effort with others for her own welfare and that of society at large.
- We believe that the administration, faculty and students share the freedom of the educational process and depend on one another to stimulate it.
- We believe in an equitable exposure to a core of studies rooted in the liberal arts: the humanities, the arts, the social and natural sciences.
- We believe that choices should be provided within the liberal arts framework.
- We believe that holistic development is an inherent dimension of the college experience.
- We believe that professional and pre-professional training can be integrated with a liberal arts education.
- We believe the educational process flourishes in a pleasant and aesthetic atmosphere.

### **Mount Mary University Colors and Nickname**

The official University colors are blue and white, and our mascot is the Blue Angels.

### **Mount Mary University Traditions**

The traditions of Mount Mary University, whether they began in 1929 when the University opened its doors in Milwaukee or more recently, are celebrations of college life rooted in the past and growing with the future. You will join with Mount Mary University in celebrating life on campus with a sense of the traditional and a spirit of what you feel life as a Mount Mary student can become.

### ***Academic Investiture***

This event welcomes students into the academic community and takes place during the fall semester. Mount Mary's Investiture ceremony dates back to 1931. As part of this initiation, each



new student is formally welcomed into Mount Mary University by the college president. The assembly recites the “cap and gown pledge” written by Dr. Edward A. Fitzpatrick, president from 1920-1954. As the pledge is taken, the group becomes part of the community of scholars at Mount Mary University.

### ***Alumnae Reunion and Madonna Medal***

An alumnae reunion is held at the University each year and includes the annual awarding of the Madonna Medals. These awards are given to alumnae who have excelled in the areas of professional performance, community service, and service to the University/Alumnae Association

### ***Advent and Christmas***

Advent is observed with the weekly lighting of candles on the Advent wreath during the Sunday Eucharist.

The All-University Christmas Gathering, known as “Christmas on the Mount” is a tradition from 1935 when the Junior class hosted students and faculty at an old-fashioned Christmas party, complete with scarlet poinsettias and a Christmas tree adorned with tinsel and flickering red tapers. Each year, plans for the Christmas party and play were veiled in secrecy. As the school grew, the Student Government took over the planning of the event and most recently, Student Affairs has assumed responsibility for the event and program which now highlights the season for students, faculty, staff, and administration.

### ***Graduation***

Graduation exercises are held in December and May. On the eve of Graduation, a baccalaureate liturgy is celebrated, followed by the tradition of a Lantern (now called the “Light of Learning”) procession, Step-Singing and a reception for family, guests, faculty, administration, and seniors.

The Lantern procession and Step Singing began in 1926 in Prairie du Chien, the original location of Mount Mary University. Seniors sang songs at different stops on and around the campus before ascending the steps to sing to parents, faculty and the student body. Each senior handed a lantern to a junior, symbolizing the passing on of the light of learning.

When Mount Mary University relocated to Milwaukee, part of this tradition was kept. Today seniors leave Notre Dame Hall carrying “lights of learning” and proceed around Madonna Circle where a ceremony including songs, prayer, and readings take place. Seniors then gather on the steps to sing to family, faculty and classmates and share their “Lights of Learning” with significant others in their lives. The Graduation ceremony is held the following day. The prized Leadership and Service Awards are presented during Step Singing.

### ***Honors Convocation***

Honors Convocation honors students who exemplify the qualities of Mount Mary University graduates. In addition, qualified juniors and seniors are inducted into Kappa Gamma Pi and Delta Epsilon Sigma, national honor societies. The Milwaukee province of the School Sisters of Notre Dame annually confers the Blessed Mother Theresa Gerhardinger Award to a senior who, in the tradition of the Congregation, “educates with a global vision.” The province also presents

the Mother Caroline Friess award to a junior who strives to meet the needs of women and children in the changing American society. Students excelling in their academic work or co-curricular activities are recognized with awards and scholarships.

***Mass of the Holy Spirit***

Each academic term begins with a Eucharistic celebration in honor of the Holy Spirit. Check with Cam-pus Ministry, (Caroline Hall, First Floor) for dates, times, and additional information.

**Mount Mary University Colors and Nickname**

The official University colors are blue and white and our mascot is the Blue Angels.

**Abbreviated Campus Directory**

Admissions	414-256-1219	NDH 148
Academic Counseling	414-256-1222	HL 123
Accessibility Services	414-443-3645	HL 124
Academic Advising	414-256-1243	HL 130
Athletics	414-443-3644	CH 153
Bookstore	414-256-0197	BH, Lower Level
Business Office	414-256-0165	NDH 159
Career Development	414-258-4810, ext. 293	HL 128
Campus Ministry	414-258-4810, ext. 366	CH 154
Counseling Center	414-258-4810, ext. 378	HL 135
Dean for Academic Affairs	414-443-3608	NDH 151
Dean for Student Affairs	414-256-1211	CH 149
Financial Aid	414-256-1258	NDH 139
Food Services	414-256-1232	CH, Alumnae Dining Room
Information Technology	414-258-4810, ext. 321	HL 016
International Center/Study Abroad	414-258-4810, ext. 459	NDH 253
Library	414-256-0190	HL, 1 <sup>st</sup> and 2 <sup>nd</sup> Floor
Maintenance	414-258-4810, ext. 278	NDH, Lower Level
Grace Scholars Program	414-443-3633	CH 151
President’s Office	414-256-1207	NDH 145
Promise Program	414-258-4810, ext. 264	HL 019
Public Safety	414-443-3658	CH 054
Registrar	414-256-1251	NDH 153
Residence Life	414-256-4810, ext. 169	CH 155
Student Engagement	414-443-3637	CH 142
Student Affairs	414-256-1220	CH 148
Switchboard	414-256-4810	CH 159
Tutoring and Testing Services	414-258-4810, ext. 373	HL 122
VP of Academic & Student Affairs	414-256-1203	NDH 150
VP of Mission & Identity	414-256-1226	CH 152

## ACADEMIC POLICIES AND PROCEDURES

Below is a list of important academic policies and procedures. To view Mount Mary University's academic policies and procedures in their entirety, please see the undergraduate bulletin on [my.mtmary.edu](http://my.mtmary.edu) or [mtmary.edu](http://mtmary.edu).

### **Academic Standing**

Academic standing in college and the requirements for graduation are determined by the quality and quantity of work completed. Quantity of work is measured by the number of credits in courses successfully completed. Quality of work is registered by the number of quality points earned for that work. The relationship between quality and quantity of work yields the cumulative grade point average (GPA).

The cumulative grade point average is based on all the graded credits earned at Mount Mary University. Each student is expected to maintain a minimum 2.0 grade point average. A student whose cumulative average falls below the minimum requirement of 2.0 will be placed on academic probation. Refer to the section "Academic Probation and Dismissal from the College" (above) for further information.

If a student's grade point average drops below 2.0 in her final semester, she will not be permitted to graduate until she raises her GPA to the required minimum.

Additional information about academic requirements of departments and majors is contained in the Programs of Study section of this bulletin.

### **Academic Honesty and Integrity Policy**

Mount Mary University is an academic community dedicated to the intellectual, social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the College. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another's ideas as one's own, or to enhance one's grade through dishonest means violate the integrity of both the student and College.

Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust. Given the nature of these actions it is important to clearly define the terms that constitute academic dishonesty.

#### *Cheating*

- Students shall be responsible for their own research, preparation, and final production of all portions of an assignment.

- Students enrolled in a course may not ask another individual to substitute for them during examinations.
- Students shall not use any means of assistance for assignments or examinations that are prohibited or considered inappropriate to the nature of the task (for example: telephones, calculators, microcomputers, notes, etc.)
- Students shall not submit the same work for more than one course without the permission of both instructors.

### *Plagiarism*

- Students shall respect the contributions of others by documenting the source of ideas, charts, figures, graphs, images, quotations, etc. in all assignments, whether written, oral or graphic.

### *Interference*

- Students shall never intentionally cause harm to another individual's scholastic accomplishments (via. damage, theft, or monopolizing reference materials or computer sources).

### *Misrepresentation*

- Students shall not fabricate or falsify any information in relation to academic coursework or academic responsibilities (i.e. falsification of internship hours or internship supervisor's signature or remarks).

### *Abetting*

- Students shall not intentionally aid another student in any form of dishonest act.

Procedures for responding to and documenting violations of academic integrity are found in the Student Handbook and the Faculty Handbook. They are also posted on my.mtmary.edu.

## **Procedure for Violations of Academic Integrity**

A faculty member has the right and authority to deal with academic dishonesty in his or her classroom; however, a student who commits multiple violations against academic integrity shall be subject to administrative disciplinary action.

Faculty and students should be familiar with the policy on Academic Integrity. This policy shall be enforced in each course. If a faculty member has reason to believe that a student has violated the integrity code, he or she will confront the action in a timely manner, following this procedure. If someone other than a faculty member suspects a violation of the Academic Integrity Policy, he or she contacts the Dean for Academic Affairs and completes the Documentation of Concern form. The Dean for Academic Affairs will then involve any faculty member(s) who might be affected. The Documentation of Concern form is posted on the Faculty tab of my.mtmary.edu and also available from the Dean for Academic Affairs' office.

1. The faculty member shall whenever possible meet with the student to present and discuss the allegation.
2. The faculty member shall determine whether the student has violated a principle of academic integrity and, if this is the case, shall impose a disciplinary action.
3. Disciplinary action, depending on the seriousness of the offense, could include one or more of the following
  - Issuing a warning;

- Requiring the student to re-do the assignment;
  - Lowering the grade for the work turned in;
  - Giving a zero/no credit for the assignment/project;
  - Failing the student for the course.
4. A faculty member who imposes any of the above penalties (or a variation befitting the infringement) shall also submit a “Documentation of Concern” form to the Dean for Academic Affairs.
5. The faculty member shall inform the student that an academic misconduct file will be created in the office of the Dean for Academic Affairs until the student’s graduation, at which time the file will be destroyed.
6. If the “Documentation of Concern” form submitted is not the first to be filed, then the Academic Dean, not the faculty member, shall determine the disciplinary action, which may include any of the above, or suspension or dismissal from the College.
7. Any appeal regarding a disciplinary action shall be made in writing to the Vice President for Academic and Student Affairs (VPASA) within 15 school days of the decision. The student or faculty member must also submit all supporting documentation that had been considered at the previous stages. The VPASA shall appoint a panel consisting of at least two faculty members from outside the involved program and one faculty member from the involved program. The panel shall conduct a hearing in which the student and faculty member present information. This hearing shall occur within 15 school days of receiving the appeal. This panel shall review evidence and make a recommendation to the VPASA, who shall make a decision and notify the student and all others involved. The decision of the VPASA is final.

### **Grade and Other Academic Appeals**

Any student who receives an unsatisfactory decision in an academic matter (*e.g.*, grades) has the right to appeal the decision. Principles guiding this process are

- Resolution of grading, course-related issues, or classroom practices is expected to occur with direct con-tact between the instructor and the student
- The student has access to formal appeal procedures

#### *Step One: Informal Negotiation*

Students are encouraged to attempt to resolve disagreements with a faculty member directly. The student must state disagreement with the action that is of concern within 30 days of its occurrence. An appeal of a final course grade must be initiated within two weeks of the start of the following fall, spring, regular summer or accelerated term. The student and faculty member negotiate the resolution of the disagreement. If the student is not satisfied with informal negotiation, the student may proceed to Step

Two: Informal Appeal. If the student chooses, she/he may proceed directly to Step Three: Formal Appeal.

#### *Step Two: Informal Appeal*

The student appeals in writing, with supporting documentation, to the faculty member responsible for making the initial decision within 15 days of informal negotiation. The faculty member shall provide the student with a written statement of the reason for the adverse action within 15 days of receiving the informal appeal. Every effort should be made to resolve the matter at this level.

### *Step Three: Formal Appeal*

If the student is not satisfied with the result of the informal negotiation or the informal appeal decision, the student appeals in writing, with supporting documentation, to the department chair responsible for the course or academic matter. If the action which prompted the appeal involves the department chair, the student presents the appeal to the appropriate division chair. (A student should contact the Office of the Dean for Academic Affairs (undergraduates) or the Dean for Graduate Education (graduate students) for the name of the appropriate division chair.) If the action which prompted the appeal involves the division chair, the student presents the appeal to the Dean for Academic Affairs (undergraduates) or the Dean for Graduate Education (graduate students). Formal appeals must be received by the department or division chair or the Dean within 15 days of the informal appeal or negotiation decision. The faculty member prepares a written response.

The department or division chair or the Dean reviews the matter and may choose to meet with the student and/or faculty member. Within 15 days of receipt of all pertinent materials, the reviewer prepares a written report documenting the decision regarding the appeal. The student, the faculty member and the Dean for Academic Affairs (undergraduates) or the Dean for Graduate Education (graduate students) receive copies of this report.

### *Step Four: Panel Appeal*

If either the student or the faculty member is not satisfied with the result of the formal appeal, the student or faculty member appeals in writing to the Dean for Academic Affairs (undergraduates) or the Dean for Graduate Education (graduate students). In cases where the Dean has heard the formal appeal, the student or faculty member appeals to the Vice President for Academic and Student Affairs. Such an appeal must be received by the Dean or Vice President for Academic and Student Affairs within 15 days from the decision of the formal appeal. The student or faculty member must also submit all supporting documentation that had been considered at the previous stages.

The Dean for Academic Affairs (undergraduates) or the Dean for Graduate Education (graduate students) or Vice President for Academic and Student Affairs appoints a panel consisting of two faculty members from outside the involved program and one faculty member from the involved program. The Dean, or another administrator appointed by the Vice President for Academic and Student Affairs, convenes the panel and facilitates the hearing. The panel shall conduct a hearing in which the student and faculty member present information. This hearing shall occur within 15 days of receiving the appeal.

The panel submits its written recommendation to the Vice President for Academic and Student Affairs who will make the final decision. The Vice President for Academic and Student Affairs' decision is final and binding in all cases. The decision shall be sent to the student, faculty member, and the appeals panel within 15 days from the decision of the panel appeal.

### **Academic Dismissal**

A student who is placed on probation or dismissed from the College may appeal the decision if there are extenuating circumstances. Decisions regarding appeals of academic dismissal and re-

entry or probation are determined by the Dean for Academic Affairs whose office can provide more information about the appeal process.

### **Attendance Policy**

Students are expected to attend all scheduled classes in the courses for which they are registered. This policy is based on the belief that all members of the class, students as well as faculty, are integral to the learning process and that absence will have a detrimental effect on the student's academic achievement. Individual faculty members announce during the first week of classes each semester the extent to which class attendance and participation are required in the course. These requirements are described in the course syllabus. Students are responsible for meeting the requirements as specified by the course instructor. Student absences from required coursework, quizzes and examinations for sickness or other justifiable cause may occur; however, this is still considered an absence and may have an impact on the final grade for the course. Arrangements for making up work missed are determined by the instructor and the student.

In the case of prolonged illness when a student is unable to attend classes, it is strongly recommended that the student contact the instructor or the Coordinator of Academic Counseling so that advice can be provided about the most appropriate course of action.

Note: Because of the nature of accelerated learning, there is a separate attendance policy for accelerated classes. Please refer to the Accelerated Program Student Handbook.

### **Registration**

Selection of courses for current students for the following semester begins in the current fall or spring semester. Registration information can be found in the schedule of classes online at My Mount Mary ([my.mtmary.edu](http://my.mtmary.edu)) the College's intranet site.

Students are responsible for observing the regulations regarding requirements for sequence of courses and for the degree. All registrations must be approved by the student's advisor and registration clearance must be granted. Any student making a change from that approved at registration is responsible for confirming the change with her advisor.

### **Adding/Dropping a Course**

Changes in course registration (adds & drops) must adhere to deadlines published in the academic calendar. Changes that cannot be made online generally require the instructor's and advisor's signature. The last day to drop a course is ordinarily when approximately 60% of the class meetings have been held. The exact date can be found in the official Academic Calendar, published online at My Mount Mary ([my.mtmary.edu](http://my.mtmary.edu)). Ceasing to attend class, notifying the instructor or non-payment of tuition does not constitute authorized dropping of a course; such actions will result in academic and/or financial penalty, including a grade of "F" and liability for full tuition payment. "Add/Drop" forms are available from the Registrar's Office.

Students who receive federal financial aid funding should check with the Office of Financial Aid when any changes are made in course registration for the semester.

A student may not receive credit for any course for which she is not officially registered.

**NOTE:** Because of the nature of accelerated learning, there is a separate change of course registration policy and course withdrawal deadline for accelerated classes. Please refer to the Accelerated Program Student Handbook.

### **Leave of Absence**

Undergraduate students who anticipate leaving Mount Mary for no more than two consecutive semesters (inclusive of the semester in which a student leaves, but not including summer) may request an official “Leave of Absence.”

All leaves of absence from the University are processed through the Office of the Dean for Academic Affairs (Notre Dame Hall 151). For students who are currently enrolled, the last day to request a leave of absence from the University with grades of "W" coincides with the last day to drop a course and is noted on the academic calendar. The academic calendar is published on the Mount Mary Web site ([www.mtmary.edu](http://www.mtmary.edu)) and on [my.mtmary.edu](http://my.mtmary.edu). Medical leaves and other exceptional leaves (with grades of “W”) may occur up to the last day of classes and must receive approval from the Dean for Academic Affairs. In all cases, students are responsible for understanding the implications of a leave of absence on their progress towards graduation and their eligibility for federally funded financial aid.

### **Re-entry to the College after an Official Leave of Absence**

Students who are granted an official Leave of Absence must indicate their intent to reenter the University online at least two weeks prior to the semester for which they are returning. A student who reenters the University after a leave of absence will be subject to the curricular requirements in place at the time of her initial entry to the University.

### **Withdrawal**

All withdrawals from the College are processed through the Office of the Dean for Academic Affairs (Notre Dame Hall 151). The last day to withdraw from the College with grades of "W" coincides with the last day to drop a course and is noted on the academic calendar. The academic calendar is published on the Mount Mary Web site ([www.mtmary.edu](http://www.mtmary.edu)) and on [my.mtmary.edu](http://my.mtmary.edu). Medical withdrawals and other exceptional withdrawals (with grades of “W”) may occur up to the last day of classes and must receive approval from the Dean for Academic Affairs. In all cases, students are responsible for understanding the implications of a withdrawal on their progress towards graduation and their eligibility for federally funded financial aid.

Any student who fails to register will be considered withdrawn. Students who register, but fail to attend any classes will be administratively withdrawn.

Re-entry to the College Students who withdraw (or are administratively withdrawn) must apply for reentry through the Admission Office. A student who reenters the College will be subject to the curricular requirements in place at the time of reinstatement. For students reentering Mount Mary from Columbia College of Nursing, please refer to the “Nursing” section of this Bulletin for reentry procedures.



# GENERAL UNIVERSITY POLICIES AND PROCEDURES

## Policies

### Alcohol and Other Substance

#### *Information*

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor social interactions
- Pregnancy
- Sexually transmitted diseases, including HIV/AIDS
- Poor job performance
- Unwanted and inappropriate sexual activity
- Jeopardizing future career prospects

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

The decision to use alcohol or drugs is a choice that has potentially serious health, academic and legal consequences. According to the American College Health Association (2008), you can reduce your risk for abuse by doing the following:

- Know your limits – Consider your personal or family history for substance abuse and take action to avoid situations that may lead you to use alcohol or drugs.
- Develop your own risk reduction strategies – If you decide to use drugs, but you regularly violate your risk reduction strategies, you should seek help from someone you trust (also see resources listed below).
- Consider your reasons for using alcohol or drugs – After evaluating your reasons for substance use (i.e. to feel good, to be more social comfortable), identify other avenues by which to achieve the same results. If you need help determining alternative ways to achieve these results, you should seek help from someone you trust (also see resources listed below).

#### ***Conduct and Sanctions – Mount Mary University***

Alcohol Use: Mount Mary University adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific college-sponsored functions. Off campus use or possession of alcoholic beverages is governed and controlled by state and/or local laws. Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy.

Use of Alcohol in Caroline Residence Hall: Wisconsin law states that the age to use alcoholic beverages is 21. Caroline Hall extends that right as a privilege to those who meet the legal

qualifications. Our goal as an educational institution is to create an environment that encourages individuals to make responsible decisions. Mount Mary University does not encourage the use of alcoholic beverages, nor does it condone underage consumption. It respects the privilege extended by the state of Wisconsin. Guidelines for alcohol use in Caroline Hall are found in the Caroline Hall Handbook.

A person is expected to be responsible for his or her behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages may involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion and referral for prosecution, regardless of the action that may be taken by civil authority. University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not his or her actions may be due to the consumption of alcoholic beverages. See [my.mtmary.edu](http://my.mtmary.edu) to review the Student Conduct Code, Section B. 1., for additional information regarding the potential sanctions for alcohol/drugs/illegal substances violations.

**Drug Use:** Mount Mary is a Drug Free Campus. Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bong, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

### ***Conduct and Sanctions – State and Federal***

**Alcohol Use:** There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin. It is against the law to sell alcohol to anyone not of 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 \$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 her age, or enter a licensed premise except to conduct lawful business. First offenders can be fined up to \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats.125.07(4).

**Drug Use:** Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961. This mandates stiff penalties, including large fines and long periods of imprisonment. For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to \$5000, Wis. Stats. 961.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. 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).

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 \$5000 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 20years) 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.

### ***Resources – Mount Mary University***

Anyone interested in receiving assistance with an alcohol or other drug issue should contact one of the following offices:

Counseling Center - (414) 258-4810, ext. 378; Haggerty Library 135

Campus Safety - (414) 258-4810, ext. 421; Caroline Hall 054

Director of Residence Life (for resident students) - (414) 258-4810, ext. 169; Caroline Hall 155

### ***Resources – External Community***

#### Hotlines:

Addiction Resource Council - (262) 524-7921

Alcoholics Anonymous - (414) 771-9119

Milwaukee Council on Alcoholism and Drug Dependence (Impact) - (414) 276-8487

Community Information Line (IMPACT) - (414) 773-0211\*

#### Community Treatment Facilities:

Aurora Sinai Behavioral Health Services - (414) 219-5000

Lutheran Social Services Outpatient - (414) 325-3096

Aurora Psychiatric Hospital—Wauwatosa - (414) 454-6600

Meta House (women) - (414) 962-1200

Genesis Behavioral Services Inc. - (414) 342-6200

St. Mary's Hospital Milwaukee - (414) 961-3300

#### National Resources:

National Clearinghouse for Alcohol and Drug Information – (800) 729-6686; [www.health.org](http://www.health.org)

National Council on Alcoholism and Drug Dependency – (212) 269-7797; [www.ncadd.org](http://www.ncadd.org)

National Institute on Drug Abuse – (301) 443-1124; [www.drugabuse.gov](http://www.drugabuse.gov)

### **Children on Campus**

Children are defined by Mount Mary University as those persons under the age of 16. The University cannot be responsible for any children who are not in the Child Care Center or in a program sponsored by Mount Mary University. The following regulations apply to children not on campus as part of the above two conditions:

- Children may remain on campus only if accompanied by a parent or other responsible adult.

- Babysitting is not allowed on campus. Children may not stay overnight in Caroline Hall with residents. Please see Caroline Hall Handbook for additional information regarding children in the residence hall.
- Children may not be taken to classrooms or laboratories.
- Children may not at any time be left alone on campus with the exception that children from the ages of 12 to 16 may use the Haggerty Library facilities until 5:00 p.m. and may remain in the Library after that time if accompanied by an adult.
- Mount Mary University reserves the right to exclude from campus any child who is not under responsible supervision.

### **Discrimination/ Harassment**

The University is committed to action that supports diversity and enables all members of the University community to build and enhance relationships in a safe environment. Mount Mary University is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members, free of harassment, discrimination and/or assault behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status or disability.

In accordance with Mount Mary's values, its role as an educational institution, and local, state and federal laws, the University condemns any such form of harassment, discrimination and/or assault behavior in the University community. Any student found to have engaged in such conduct is subject to University disciplinary sanctions, up to and including suspension and/or expulsion. In addition, any student who violates any state, federal or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

### ***Policy Definitions***

**Harassment:** Any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

**Discrimination:** A distinction made against a person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

### ***Filing a Complaint***

If you experience or witness harassment from students, coworkers, or others, you should make it clear that such behavior is offensive to you, and you may file a complaint. Report the information to one of the following administrators: Provost, the Dean for Academic Affairs, the Dean for Student Affairs or other University officials. Your name may be kept confidential if you wish. The University prohibits retaliation against anyone who has reported any incidents of harassment.

Mount Mary graduate programs are open and available to both women and men. Inquiries regarding non-discrimination policies should be directed to: Director of Human Resources, Mount Mary University, 2900 North Menomonee River Parkway, Milwaukee, WI 53222. Phone: (414) 258-4810 X168

### **Hazing**

The term “hazing” as used in this handbook means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or ex-tended isolation.

Whoever knows that another person is or has been the victim of hazing, should report all relevant information to an appropriate law enforcement official or the Provost as soon as reasonably practical and to the extent that she can do so without danger to herself or others.

### **Protest and Petitions**

A student has the right to present a petition, to protest, or to circulate papers in her or his own name as an individual, but she or he may not pose as a representative of the University or as its spokesperson when presenting her views to the press.

Orderly and peaceful demonstrations on the campus are permitted. However, the University has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside University buildings, the University insists on the right of free passage for all through the areas where members of the University community have a right to be. When such demonstrations take place inside University buildings, the University insists on orderliness, free passage to all rooms, lack of excessive noise, and no interference with classes, library, offices, assemblies or normal administrative functions. Students participating in off-campus demonstrations will be subject to University discipline for reasons stated above as well as for the deliberate misrepresentation of the position of the University, outrageous abuse of the name of the University or participation in demonstrations adjacent to the campus that disrupt University functions.

### **Quiet Hours**

To afford opportunity for quiet study, students should avoid unnecessary noise in corridors during all class periods. The residence hall determines its own policy for quiet hours.

### **Residence Hall**

All full-time traditional first-year students entering Mount Mary University directly from high school who are not living at home with parents or guardians must reside in University housing for their first academic year. All other full-time undergraduate students are also allowed to reside in University housing. Graduate students and part-time students are welcome to inquire about available housing options.

Students are responsible for knowing, understanding and living within University procedures and policies, including those that govern all residence hall facilities they enter. Any student who does not have a current housing contract must be signed in and out of the residence hall as a registered guest. Residents of Caroline Hall are held accountable to the policies and procedures described in the Caroline Hall Handbook, in addition to the policies and procedures of this Student Handbook.

### **Sales and Solicitation**

Unauthorized selling and/or collecting is not allowed on campus. Generally, sales are limited to the bookstore, and the cafeteria. This includes sales promotion through electronic mail.

Solicitation using University buildings, equipment, services or grounds is prohibited without the expressed written sponsorship of the Student Affairs Office and approval from the Director of Student Engagement. No student is to permit his or her residence hall room to be used for any commercial purpose. University-wide solicitations need the authorization of the Dean for Student Affairs.

### **Sexual Harassment**

Mount Mary University seeks to foster respect for the dignity and worth of people and therefore will not tolerate the sexual harassment of any student, faculty, administration, or support staff.

Sexual harassment of students in an academic environment is prohibited under Title IX of the 1972 Educational Amendments. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment;
- (b) Submission to or rejection of such conduct by an individual is used as the basis for academic evaluation or employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment. Sexual harassment may include but is not limited to the following: explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar contact.

Everyone at Mount Mary University is responsible for helping to assure that we avoid harassment. If you have been informed of or feel you have experienced or witnessed sexual harassment, you should notify one of the following: the Vice President of Academic and Student Affairs, the Dean for Academic Affairs, the Dean for Student Affairs, the Director of Student Engagement, other University officials, or the Human Resources Director (156 NDH), who is the University Sexual Harassment Officer. NOTE: Sexual harassment which is reported to the Counseling Services offered by Mount Mary University, Campus Ministers or Health Services

will not be disclosed to Mount Mary administration (Human Resources Director, or Provost) without the consent of the person alleging the harassment.

Mount Mary University's policy is to investigate all such complaints promptly and thoroughly. Complaints will be treated as confidentially as possible (in light of the University's need to fully investigate the matter) to protect the complainant and to protect the reputation of any student or employee who may be found to be wrongfully charged.

Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignment or separating the person who brought the complaint. If the investigation reveals that a Mount Mary University employee has engaged in sexual harassment, that employee will be subject to disciplinary action, up to and including immediate termination. If the investigation reveals that a Mount Mary University student has engaged in sexual harassment, that student will be subject to disciplinary action, up to and including suspension or expulsion. Employees or students who report harassment will not be subject to retaliation or reprisals of any kind.

Questions regarding this policy should be addressed directly to the Director of Human Resources, who has overall responsibility for investigating and resolving sexual harassment complaints.

### **Sexual Offenses**

Sexual assault is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes incest, statutory rape, and acquaintance rape (otherwise known as "date rape").

The University educates the student community about sexual assaults through mandatory New Student Orientation each fall and spring. Student Affairs also offers sexual assault education and information programs to University students upon request. The University informs its employees about sexual offense-related policies and procedures through the employee handbook and the employee welcome packet. University Public Safety also offers safety escorts and assistance in enforcing restraining orders.

Other resources about sexual assault education, risk reduction, and University response can be obtained through the Dean for Student Affairs' office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Public Safety department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Dean for Student Affairs, the Director of Residence Life, the Director of Student Engagement, Public Safety, or the Counseling Center. Filing a report with a University Public Safety officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Milwaukee Police Department, a representative from the University Public Safety office will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Conduct Council, or only the latter. A University official will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Campus Ministries, the Counseling Center, and the Employee Assistance Program. Counseling and support services outside the University system can be obtained through the Milwaukee Police Department.

University disciplinary proceedings are detailed in the Employee Handbook and Student Conduct Code. Sexual assault perpetrated on any individual at Mount Mary University will not be tolerated and will be met with disciplinary action up to and including immediate employment termination or student dismissal. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual assault policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Smoking**

In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free as of August 1, 1995.

Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are the concrete aprons on either side of the front doors of Haggerty Library; the tables and benches outside the southeast (North Dining Room of Bergstrom Hall - near the Student Parking Lot); the west exit of Kostka Hall at the parking lot; the linden arches of Caroline Hall, east of the exit at the Post Office. These areas are provided with receptacles for smoking materials. Students in non-compliance may face disciplinary action.

### **Student Guests on Campus**

Students may entertain their visitors in the lounges of Caroline Hall, Parkway Place, dining rooms, or the Gerhardinger Center. Guests should not be brought to class without prior permission from the instructor. Students are responsible for the behavior of their guests while they are on property owned or controlled by the University or in attendance at its sponsored



events. The host students assume full responsibility for their guests' compliance with all University policies and procedures, including those specific to building hours and residence hall visitation. Students' whose guests do not comply with University policies and procedures may be subject to consequences, including but not limited to being assessed a Student Conduct violations.

## **Procedures**

### **Bulletin Boards and Posting**

Students wishing to post flyers or other information on campus must seek approval from the Office of Student Affairs (Caroline Hall 147) beforehand. All flyers will be posted on designated bulletin boards by the Office of Student Affairs. A maximum of 8 flyers will be approved. Flyers must have an original stamp to be posted. Copies will not be accepted. Flyers will only be approved, at most, one month in advance of the event. All flyers may not exceed 11" x 17." Exceptions will be granted for some University-sponsored events. Any postings not following these procedures will be immediately removed.

### **Campus Vehicles**

Authorized Drivers Individuals need to be preauthorized to drive a University vehicle and must be 18 to drive a University car and 21 to drive a University van. Every authorized van trip must have at least two authorized drivers unless the trip is within the Milwaukee Metropolitan area. Any student group using the van must be accompanied by a faculty or staff member unless prior exception is made through the Director of Buildings and Grounds.

Any recognized Mount Mary University student group or University-sponsored group attending a sanctioned event is eligible to reserve the van. Four or more faculty or staff members attending a meeting as University representatives may reserve a van. Reservations can be made by completing a Vehicle Reservation Form at the Switchboard, drop off at the Director of Buildings and Grounds Office at 145CH. For trips of more than 500 miles one way, the Director of Buildings and Grounds must co-sign the Reservation Form. Reservations are honored on a "first come, first served" basis. Requests for use of the van must be made at least one week in advance and not more than four months in advance. All passengers must sign standard school Field Trip Waiver forms which are available in the Office of the Provost. The advisor or faculty member is responsible for ensuring that these forms are signed by all passengers for every trip. The vehicles must be returned in the same or better condition as when it was checked out. All garbage, litter, etc. must be removed at the end of the trip. A minimum \$20.00 cleaning fee will be assessed if University personnel must clean the vehicle before checking it out again.

### **Change in Name, Phone, Address**

Changes of address, phone, and other personal information are made online on [my.mtmary.edu](http://my.mtmary.edu). Change of name is made through the Registrar's Office with documentation.

### **Dress Code**

While recognizing that personal tastes and styles may vary, Mount Mary University expects standards of dress that reflect the values of the University and are suitable to the academic environment at a Catholic institution of higher learning. Proper personal appearance will be

expected for many students in their chosen professions, and students should begin practicing appropriate dress while in college. For example, shoes must be worn in all public areas and in the dining room; sleep/bedroom attire, including slippers, are not acceptable on the first floor of Caroline Hall or in the dining rooms. Students should be aware that administration, faculty or staff members might adopt additional standards for dress/appearance, particularly when students are representing the University in internship opportunities, at University-affiliated events, or on days when the University has special guests on campus. Mature attitudes of respect and cooperation are expected in following any such guidelines.

### **Emergency Campus Closing**

PLEASE DO NOT CALL THE UNIVERSITY FOR INFORMATION ABOUT WEATHER RELATED SCHOOL CLOSINGS. In case of extreme snowfall or other hazardous weather, Mount Mary University will contact the local media to cancel classes. Decisions about evening classes will ordinarily be determined in the afternoon. Mount Mary administration will notify local radio and television stations as soon as possible when evening classes are not being held. Mount Mary University has implemented the RAVE Emergency Alert System. In the case of weather-related school closings or other campus emergencies, the system will push alerts directly to your cell phone and campus email account. To receive these alerts 24/7, be sure your cell phone number is on file at the University. See the Registrar's Office to share your cell phone number.

Recommended radio stations to listen to are: WTMJ (620 AM), WISN (1130 AM), WRIT (95.7), WKLH (96.5), and WMIL (106 FM). Recommended television channels are 4 ([www.todaystmj4.com](http://www.todaystmj4.com)), 6 ([myfoxmilwaukee.com](http://myfoxmilwaukee.com)); 12 ([www.themilwaukeechannel.com](http://www.themilwaukeechannel.com)) and 58 ([www.cbs58.com](http://www.cbs58.com)).

Please keep in mind that the emergency school closing policy pertains to situations that may be unrelated to weather, e.g., broken water pipes or heating system, or flooding. When classes are canceled, the University will be closed.

Emergency closings during final exams: If there should be a weather emergency in effect at 7:00 a.m. on an examination day, all daytime (8:00 a.m.--4:30 p.m.) examinations will automatically move to the day following the last day of exams. Separate announcements will be made regarding evening classes. Friday and Saturday will be used, if necessary, to complete the exam schedule.

### **Emergency Evacuation**

In every potential emergency, a unique response is required. The Mount Mary University Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary University works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency. One Scheduled fire drill is conducted each year in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. The Rave Alert text messaging system is tested on an annual basis.

There are two general categories of response to emergencies. One is “evacuation”, and the other is “shelter in place”. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the University community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification system. Evacuation instructions are posted in Caroline Residence Hall, along with the other campus buildings.

Mount Mary University will, without delay and taking into account the safety of the University community, determine the content of the notification 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.

### **Family Education Right to Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords students certain right with respect to their education records. These are:

1. The right to examine the student’s records: Students should submit to the Registrar or Academic Dean written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading: Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records be accessed without your consent to include certain types of studies. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Mount Mary University to comply with the requirements of FERPA. Such complaints should be sent to: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Directory Information: Under the Family Educational Rights and Privacy Act (FERPA), directory information is public information unless the student files a request for confidentiality in the Office of the Registrar. The information that Mount Mary University considers directory information is as follows: name, address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards. Please visit the U.S. Department of Education website for additional information (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

### **Health and Immunizations Records**

All international students, student athletes, and residence hall students are required to submit a Health Record, which includes an immunization history. All international students are required to provide this form as part of the enrollment process. Student athletes should submit this information to the Athletics Department in CH 153. Caroline Residence Hall students can submit this form directly to Residence Life in CH 155.

### **Illness, Injuries, and Accidents**

In the event of an illness, injury or accident that is life-threatening and requires emergency care, students should call 911 immediately and direct them to the closest side of the University (92nd Street or Menomonee River Pkwy.) After calling 911, please call Public Safety at ext 421 from a campus phone or 414-807-9560 from a non-campus phone. A Public Safety Officer will respond to the emergency and render aid until an emergency vehicle arrives. Public Safety officers are CPR certified and trained in basic first-aid.

If the situation is not life-threatening and is not an emergency, contact Public Safety at extension 421 from a campus phone or 414-807-9560 from a non-campus phone. The student should give her/his name and the location of the accident or health problem. The student should remain at the scene until help arrives. If help is not on the scene within two or three minutes, the student should follow up with a return call to Public Safety.

A first aid kit, if needed, can be obtained in the Student Affairs Office, Caroline Hall, 147 or in the cup-board in Room 242 of Notre Dame Hall where the public copy machine is located, and at the Switch-board.

All accidents should be reported promptly, even though they may not require immediate aid. The University encourages the person sustaining the accident to seek medical attention and to file an accident report as soon as possible with the Public Safety Department.

Several Urgent Care Clinics near campus include:

- Advanced Healthcare Mayfair Road Clinic: 3289 N. Mayfair Rd., (414) 771-7900
- Aurora Health Center – Mayfair: 10400 W. North Avenue, (414) 479-2520
- Plank Road After Hours Clinic: 1155 N. Mayfair Rd., (414) 456-5990
- Wheaton Franciscan Health Clinic: 201 N. Mayfair Rd., (414) 259-7200

Students are responsible for any charges for services rendered off campus.

### **Information Technology**

Mount Mary University supports an extensive information-technology (IT) environment for faculty, administration, staff, students, and other members of the University community. The University's general policies and codes of conduct apply to the electronic environment just as they apply in all other University settings. This Acceptable Use Policy supplements these existing standards by describing the special rights and responsibilities that attach to use of the University's "IT Resources" (as defined below). The Policy also explains the roles of those charged with maintaining, operating, and overseeing University IT Resources.

The entire community's cooperation helps to ensure that high-quality IT Resources remain available for the many endeavors of the University and its constituents.

Scope: This Policy applies to all persons who access or use the University's IT Resources (referred to in this Policy as "users"), including without limitation the faculty, administration, staff, students, alumni, and guests of Mount Mary University. This Policy applies to all information-technology and other electronic resources of the University ("IT Resources"), including without limitation:

- All computers, systems, equipment, software, networks, and computer facilities owned, managed, or maintained by the University for the handling of data, voice, media, television, telephone, or related signals or information;
- Any access or use of the University's electronic resources from a computer or other system not controlled or maintained by the University; and,
- The creation, processing, communication, distribution, storage, and disposal of information under the University's control.

In addition, members of the Mount Mary University community may have access to third-party electronic re-sources through their affiliation with the University, including the resources of Topcat, the library catalog system maintained by the SWITCH consortium. Use of these resources by members of the Mount Mary University community is governed by this Policy and any applicable policy or restriction of the third-party provider.

The staff of the Mount Mary University Information Technology department ("IT Staff") is responsible for the administration of this policy.

Purpose: The University makes IT Resources available to support its academic and administrative goals, and uses of IT Resources to advance those goals take precedence over all others.

Within the University community, each person will have differing purposes for using and accessing IT Resources; however, each person also has a shared responsibility to utilize those IT Resources appropriately and to protect the resources from unauthorized access or use.

Authorized Uses: IT Resources may be used only for the purposes authorized by the University. These purposes generally comprise work, study, research, service, or student residential activities consistent with the University's mission and priorities.

Mount Mary University recognizes that many users participate in outside academic and professional activities that naturally complement the users' on-campus commitments and enhance their contributions to the University. For example, faculty and staff are active in learned societies, professional associations, academic conferences, the preparation of scholarly publications, and other educational institutions' tenure or departmental reviews, occasionally with incidental compensation. Use of IT Resources in connection with such activities is generally acceptable as long as the activities are otherwise consistent with Mount Mary University's mission and policies. The University also acknowledges that limited personal use of IT Resources is compatible with the type of community that the University fosters in support of its broader goals. Such personal use, except by enrolled Mount Mary University students, must be incidental at most and may not cause the University to incur additional costs. Above all, use of IT Resources for outside or personal purposes is always a privilege, not a right, and may not interfere with use for University purposes.

All use of IT Resources must comply with:

- all University policies, procedures, and codes of conduct, including those found in the student, faculty, and employee handbooks;
- all laws and regulations applicable to the user or the University; and,
- all relevant licenses and other contractual commitments of the University, as modified from time to time.

IT Resources may not be used, committed, or made available, without prior authorization of the Director of Information Technology in consultation with the Vice President of Academic and Student Affairs, for:

- any ongoing business or other commercial activity not administered by the University;
- the benefit of persons or organizations other than the University; or
- political or lobbying activities unless approved by the President's Council.

The University has sole authority to determine what uses of IT Resources are proper and may prohibit or discipline use deemed inconsistent with this Policy or other applicable standards of conduct.

Email: The University may send official correspondence to members of its community via electronic mail. Students, faculty, and staff, are expected to check their @mtmary.edu email

account regularly and are responsible for University information sent there. University employees are expected to use their Mount Mary University email account for all University-related communications. If a student elects to forward his/her @mtmary.edu email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism or the destination account.

Accounts and Access Restrictions: User IDs and passwords are the primary method used to authenticate users of the University's IT Resources. They help prevent unauthorized access to IT Resources or any restricted information found within them. Users may not share their passwords with any other person and must protect them from disclosure by, for example, changing them regularly, monitoring access to their accounts, and contacting the University's IT Staff if they suspect their passwords have been compromised. Users may be held responsible for all activity conducted using their IDs. Users must select strong passwords (meaning passwords composed of a mix of at least ten numbers, letters, and symbols and not including a word commonly found in a dictionary, or as required by the system at the time of creation). No person, including any member of the IT Staff, is authorized to request any user's password.

All users must protect the University's IT Resources from unauthorized access. Specifically, all users must:

- Take responsibility for the security and integrity of information stored on any personal or assigned desktop, laptop, handheld or other computing system;
- Take care to access IT Resources only from secure environments and to log out of sessions before leaving any computer unattended;
- Take all appropriate precautions when accessing confidential or restricted University data to protect the data from unauthorized disclosures and from threats to its accuracy or integrity;
- Comply with requests from the IT Staff and other authorized personnel to cease use of IT Resources that compromises the IT Resources or the University; and,
- Cooperate with system administrators during investigations of improper use.

And, without authorization, no user may:

- Extend the network by introducing a hub, switch, router, wireless access point, or any other service or device that permits more than one device to connect to any University network;
- Provide any other person with IT Resources or access to them;
- Send e-mail chain letters or mass mailings for purposes other than authorized University business;
- Alter, remove, or forge email headers, addresses, or messages, or otherwise impersonate or attempt to pass oneself off as another;
- Obtain IT Resources beyond those allocated to the user, seek or gain access to data or user accounts for which the user is not authorized, or eavesdrop or intercept transmissions not intended for the user;
- Use the University's Internet or other network access in a malicious manner or to alter or destroy any material which the user is not authorized to alter or destroy;
- Tamper with, modify, damage, alter, or attempt to defeat restrictions or protection placed on accounts or any IT Resources; or
- Damage computer or network systems; create or intentionally introduce or propagate computer viruses, worms, Trojan Horses, or other malicious code to any E-Resource; attempt to degrade

the performance of the system or to deprive authorized users of IT Resources or access to IT Resources.

**Copyright and other Intellectual Property:** Users must respect intellectual-property rights, including copyrights, in all use of University IT Resources. All use of content, including text, images, music, and video, retrieved from IT Resources or stored, transmitted or maintained using IT Resources, must comply with copyright and other applicable laws. Copied material, used legally, must be given attribution in conformance with applicable legal and professional standards.

Software may be copied, installed, or used on University IT Resources only as permitted by the software's owner or authorized licensor and by law. Proprietary software must be properly licensed, and users must strictly adhere to all applicable license provisions (including those concerning installation, use, copying, and the number of simultaneous users).

**Respect for Others:** Users must honor the rights of others to privacy, academic freedom, and freedom from harassment. Users may not use IT Resources to threaten or harass any person or to create a hostile place to work or study. In particular, users must honor others' requests for the user to stop sending unwanted communications of any kind.

Users may not do anything to interfere inappropriately with others' use of IT Resources, including by consuming IT Resources in excess.

**Users' Expectation of Privacy:** The University does not routinely monitor a user's email, data, software, or other online activity. But the University reserves the right to access, monitor, remove, and disclose a user's communications or other data on IT Resources (1) after obtaining approval from a University officer, dean, or other department head with appropriate authority, (2) when required by court order or other legal authority, or (3) when the University, at its discretion, determines there to be an urgent and compelling need to do so without notice to the user. The University also has the right to access any University IT Resources and to block access from any non-University computer, system, network, or other access point. The University may take such action to maintain the integrity of its systems, network, or data; to protect the rights of authorized users of IT Resources; to respond to a breach or threatened breach of the integrity of any IT-Resource or of this Policy; or to address a legitimate business need or other important concern identified by the University.

Users should be aware that electronic communications, software, and other data may be copied, backed up, and/or stored long after it is created or last accessed. Data believed to have been deleted may still be preserved in some storage medium and may be retrieved if necessary. Activity on personal computers, servers, and networking systems may be logged by administrative software included on such equipment, and these logs may be monitored and reviewed by system administrators or discovered in legal proceedings. These copies, backups, activity logs, and other records may persist on University IT Resources after a user's affiliation with the University ends. In addition, defects, breaches, and limitations of the IT Resources may compromise the confidentiality of users' information or materials.



Finally, while the University may treat some IT Resources as confidential, and will make reasonable efforts to safeguard such resources, the University cannot guarantee the security of those IT Resources against unauthorized access or disclosure.

Oversight of IT Resources: Authorized employees of the University, including the IT Staff charged with the daily administration of the University's IT Resources, may:

- Take all reasonable steps necessary to preserve the availability and integrity of IT Resources, including blocking any user's access to IT Resources;
- Reject or destroy e-mail messages, e-mail attachments, and other files suspected of being spam or containing malicious code, such as viruses and worms;
- Exercise administrative authority over networks, systems, or software in order to grant users access to read, write, edit, or delete information in files or databases, to establish security controls and protection for information and IT Resources, or to address claims that intellectual-property or other rights have been violated;
- Employ a variety of security monitoring devices and tools to identify misuse or unauthorized use of IT Resources;
- With the approval of the Director of IT, VP of Academic and Student Affairs or the President of the University, temporarily shut off the University's Internet connection, servers, or services, without prior notice, in order to protect University systems, data, and users or to protect other important interests of the University;
- Temporarily or permanently terminate users' use of IT Resources to investigate or remedy any threat to IT Resources or violation of this Policy; and,
- Exercise administrative rights over certain IT Resources, if those rights are delegated by the IT Staff.

Disclaimers: The IT Resources and anything accessible on or through them are made available "as is" and "as available." The University makes no guarantee that any IT-Resource will be free of objectionable matter, errors, defects, bugs, viruses, worms, "Trojan horses," or other destructive features. The University is not responsible for any harm arising from IT Resources or users' reliance on them, nor is it responsible for any third-party content accessed using University IT Resources, including content made available by another University user or any third party.

This Policy is not a complete statement of the University's rights or remedies, and nothing in this Policy waives any of those rights or remedies, including any rights in or to the IT Resources.

Changes to this Policy: The University reserves the right to change this Policy at any time. The University will post the most up-to-date version of the Policy on the University web site and may, in its discretion, provide users with additional notice of significant changes. A user's continued use of any IT Resources after any changes are published binds the user to the revised Policy.

### **Missing Person**

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the

student is determined to be missing. A student who wishes to identify a confidential contact can do so through filling out a Personal Data Card with the Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Director of Residence Life at ext. 169 or (414) 256-0169 or Public Safety at ext. 421 or (414) 443-3658. Public Safety will generate a missing person report and initiate an investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Milwaukee Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours.

Furthermore, University officials may check with roommates, close friends, and emergency contacts to ascertain the location of the missing student. A call may be placed to instructors to check if the student has been in class. University officials may also call parents or family members to check if they have information regarding the missing student's whereabouts.

### **Parent/Guardian Notification**

The Dean for Student Affairs is responsible for determining if and by what means parents/legal guardians will be notified when students under the age of 21 are found to have committed serious or repeated violations of federal, state, local law or University policies related to the possession, use or distribution of alcohol or a controlled substance.

Notification of parents/legal guardians is indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation suggests a pattern of alcohol or controlled substance abuse.
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance.
- The violation resulted in or could result in the student being disciplined by the University including but not limited to the following: housing contract probation, housing contract cancellation, disciplinary probation, suspension or dismissal.

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents/legal guardians can be a means of support in that transition. Consistent with this approach, the Dean for Student Affairs will involve the student in a discussion about the decision to notify parents/legal guardian and will inform the student that notification will take place. Nothing in these proposed guidelines will prevent University officials from notifying parents/legal guardians of health or safety emergencies.

## **Student Health Insurance**

The University requires every full-time undergraduate student (non-accelerated programs), full-time graduate student (non-doctoral programs), international student, student athlete, and residence hall student to have health insurance coverage. Students who already have health insurance and opt not to participate in Mount Mary University's student health Insurance plan must provide proof of coverage by filling out a Waiver Form. Students who do not have coverage and/or do not submit a Waiver Form will be automatically entered into the Mount Mary University's student health insurance plan at the beginning of the school year or upon enrollment. For more student health insurance information and forms, please visit <http://www.mtmary.edu/insurance.htm> or the "Campus Life" on [my.mtmary.edu](http://my.mtmary.edu).

## **Student Organizations**

Student organizations are responsible for knowing and abiding by University procedures and policies, including those that govern all student organization activities. Further information can be found in the student organization handbook or by contacting the Director of Student Engagement.

Advisors: Student organizations have faculty/staff advisors, nominated by the organization and appointed by the Dean of Student Affairs, who attend organization meetings and advise students in the exercise of their responsibilities. Responsibilities of Advisors:

- to provide guidance to officers and members concerning the affairs of the organization, proposed activities, and functions of the organization;
- to advise students about the financial affairs of the organization so that they are handled in an ethical, business-like manner;
- to see that University regulations are followed and the functions of the organization reflect appropriately on the individuals, the organization, and the University;
- to be present at meetings and initiations of the organization.

Election of Officers: Officers for the Student Government, clubs, and organizations are elected and inducted into office in accordance with the constitution of each organization. Within two days after an election, all out-going secretaries will file the names of the officers elected for their organization for the following year with the Director of Student Engagement and the Student Government Association.

Formation: An application to organize a new club may be made in writing to the Student Government Association and the Director of Student Engagement. The application will include the name of the club, its purposes, membership eligibility requirements, its advisor, and the rules of procedure. If the purpose of the club relates to the goals of Mount Mary University and furthers either the academic or the personal life of the students, the Dean for Student Affairs will grant recognition. When the club or organization has been approved, it has the right to use the name of the University in the title of its organization and to utilize the facilities of the campus on an equal basis with all other recognized student organizations. All student organizations must submit a copy of their constitution and bylaws on a yearly basis, along with a list of the current year's advisor(s) and officers, to the Student Engagement Office, CH 142.

**Fundraising:** Each organization is permitted to hold fundraising events on campus. These events must be approved in advance by the Director of Student Engagement. Programming spaces may be reserved for fundraising by contacting the Director of Student Engagement.

**Programming Resource Center:** The Programming Resource Center is the hub of services and resources for all student organizations and leaders. Various resources on leadership, programming, and organization development can be found, as well as supplies and materials to make your activity a success. Access to the Center can be obtained by contacting the Director of Student Engagement or by visiting the Student Affairs Office, CH 147.

**Responsibilities of Officers:** The constitution of each organization explains the duties of officers of that organization. However, all officers have the following general responsibilities:

- to meet regularly with and keep the advisor informed of organizational activities; and
- to check all details or programs and other activities with the advisor; and
- to keep close contact with all club members and to involve them in all activities.

### **University Communication with Students**

**Email:** The University sends official correspondence to members of its community via electronic mail. Students are expected to check their @mtmary.edu email account on a daily basis and are responsible for University information sent there. If a student elects to forward his/her @mtmary.edu email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism or the destination account. For directions on how to forward your email to another account, see the IT section on my.mtmary.edu or visit the IT Department, HL 016.

**My Mount Mary:** This site is designed to help Mount Mary constituents maintain and access Mount Mary University institutional records and communications. To gain access to My Mount Mary, you will need your ID number and password. If you do not remember your password, enter your ID number into the User ID field and click the "I forgot my password" link. A new password will be sent to the most current email address in your record. If you need to update that email address, please contact the Registrar's Office, (414) 256-1251.

Depending on your relationship with the University, different tabs are available to you. For instance, students can register for courses, check grades, view financial aid and student account information.

Some key areas for helpful information include -

- Handouts - located on the bottom right of the Main Page includes University policies, forms, and various communications
- Calendar - located on the right side of the Main Page includes a list of all campus activities communicated via e-announcements. Click on the activity name for additional details
- Announcements - located on the Main Page includes campus communications
- Finances Tab - for individuals working with the Business and Financial Aid Offices
- Campus Life Tab - for all employee and student communications
- Give to Mount Mary - for anyone wishing to donate to the University using a new online giving option

## **Voting**

Wisconsin State Law allows voting privileges to people who are United States citizens, age 18 or older on election day, and residents, for 10 days or more, of the election district or ward where an election is being held. You may register to vote at a polling place on election day. You must provide a valid ID and proof that you have been a resident for 10 or more days of that ward or district in which you want to vote. Acceptable forms of proof include, but are not limited to:

1. Valid Wisconsin driver's license.
2. Residential lease that is effective for a period that includes election day.
3. A gas, electric or telephone bill for the period beginning not more than 90 days before the election day.
4. A valid Mount Mary University ID card

For more information, visit <http://gab.wi.gov/>

# STUDENT CONDUCT CODE

## Preamble

As a learning community providing an environment for the development of the whole person, Mount Mary University has a responsibility for both the safety and well-being of members of our community. All Mount Mary University students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action and expression and is due respect of his/her personal dignity and property. In turn, each student is responsible for maintaining standards of behavior that do not interfere with the rights of others or the effective functioning of the University. Since students have chosen to experience their education at Mount Mary University, they additionally assume the obligation of abiding by the standards, policies, and procedures that the University has instituted. When violations occur the University and its delegated personnel reserve the authority to impose sanctions upon the individual(s) and/or groups determined to have violated the standards. Those individuals charged with the enforcement of this code will endeavor to observe the process described so that each student experiences a just, consistent, and educational system. This code supports the mission, vision, and purpose of Mount Mary University.

## Article One: Definitions

- A. The term University means Mount Mary University.
- B. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in the University residence hall, although not enrolled in this institution.
- C. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Chief Conduct Officer.
- F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for University student organization recognition.
- H. The term “Student Conduct Board” means any person or persons authorized by the Chief Conduct Officer to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- I. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Chief Conduct Officer to impose sanctions upon any student(s) found to have violated the Student Code. The Chief Conduct Officer may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct

Administrator and the sole member or one of the members of the Student Conduct Board. The Chief Conduct Officer may authorize the same Student Conduct Administrator to impose sanctions in all cases.

- J. The term “Appellate Board” means any person or persons authorized by the Chief Conduct Officer to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
- K. The term “shall” is used in the imperative sense.
- L. The term “may” is used in the permissive sense.
- M. The Chief Conduct Officer is that person designated by the University Provost to be responsible for the administration of the Student Code.
- N. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Student Handbook, Caroline Hall Handbook, the University web page, and Graduate/Undergraduate Bulletin.
- O. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
- P. The term “Accused Student” means any student accused of violating this Student Code.

#### **Article II: Student Code Authority**

- A. The Student Conduct Administrator shall determine the composition of Student Conduct Board and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
- B. The Chief Conduct Officer shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
- C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
- D. Violations of the Academic Honesty and Integrity Code may also be considered when applying sanctions for violations of the Student Conduct Code.

#### **Article III: Proscribed Conduct - Jurisdiction of the University Student Code:**

- A. The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Chief Conduct Officer shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.
- B. Conduct—Rules and Regulations

1. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
  - a. Acts of dishonesty, including but not limited to the following:
    - i. Furnishing false information to any University official, faculty member, or office.
    - ii. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
  - c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
  - d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
  - e. 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 and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
  - f. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - g. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
  - h. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
    - i. Violation of any federal, state or local law.
    - j. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
    - k. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
    - l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.



- m. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- n. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- o. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his /her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- p. Theft or other abuse of computer facilities and resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Use of another individual's identification and/or password.
  - iv. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
  - v. Use of computing facilities and resources to send obscene or abusive messages.
  - vi. Use of computing facilities and resources to interfere with normal operation of the University computing system.
  - vii. Use of computing facilities and resources in violation of copyright laws.
  - viii. Any violation of the University Computer Systems and Data Networks Policy.
- q. Abuse of the Student Conduct System, including but not limited to:
  - i. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
  - ii. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - iii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - iv. Institution of a student conduct code proceeding in bad faith.
  - v. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

- vi. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
- vii. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- viii. Failure to comply with the sanction(s) imposed under the Student Code.
- ix. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
- x. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Chief Conduct Officer. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Article IV: Student Conduct Code Procedures**

A. Charges and Student Conduct Board Hearings

1. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Chief Conduct Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by

mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. 4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
  - a. Student Conduct Board Hearings normally shall be conducted in private.
  - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other

or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

- f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
- 5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
  - 6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
  - 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Chief Conduct Officer to be appropriate.

## B. Sanctions

- 1. 1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of

- more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time.
  - d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
  - f. Residence Hall Suspension—Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - g. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
  - h. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. University Expulsion—Permanent separation of the student from the University.
  - j. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - k. Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3.
    - a. Other than University expulsion, suspension, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or with holding of a degree shall be expunged from the student’s confidential record seven years after final disposition of the case.
      - b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  4. The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above in article IV(B)(1)(a)–(e).
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
  - 5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.
  - 6. In any case where expulsion, revocation of degree, or withholding or degree is determined to be the appropriate sanction by the Student Conduct Administrator, the recommendation will be made to the Chief Conduct Officer, who will recommend the sanction outcome to the Provost who will make the final decision of sanction and notification.
- C. Interim Suspension - In certain circumstances, the Chief Conduct Officer, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.
- 1. Interim suspension may be imposed only:
    - a. to ensure the safety and well-being of members of the University community or preservation of University property;
    - b. to ensure the student’s own physical or emotional safety and well-being;
    - or
    - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University .
  - 2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or the Student Conduct Administrator may determine to be appropriate.
  - 3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.
- D. Appeals
- 1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appeal Board within five (5) school days of the decision. If

the Appellant does not meet the established criteria for an appeal, or does not appeal within the allotted timeframe, the appeal request will not be accepted, forfeiting his/her right to appeal.

2. The criteria for an appeal are limited to the following conditions:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and 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 Appellant was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. Appeals shall be in writing and attached to Request for an Appeal Form (located in the office of the Director of Student Engagement /Chief Conduct Officer in Caroline Hall #142) and delivered to the following:
  - a. Students that have gone through a Conduct Board Hearing should submit their appeal to the Dean for Student Affairs in Caroline Hall #147.
  - b. Non-Students that have received sanctions should submit their appeal to the Dean for Student Affairs in Caroline Hall #149.
  - c. Students that have gone through the Resident Hall Management and Judicial Action should submit their appeal to the Director of Student Engagement/Chief Conduct Officer in Caroline Hall #142.
4. Once the appeal is received, the Appeal Board Administrator shall:
  - a. Designate a time and place for the Appeal Hearing. Generally, the hearing will take place within fourteen (14) days after the appeal letter is received.
  - b. Notify the members of the Appeal Board and the Appellant of the time and place of the Appeal Hearing.
  - c. Appellant's class schedule will be taken into account when determining the date and time of the Appeal Hearing.
5. If an Appellant, with notice, does not appear before the Appeal Hearing, the information submitted will be reviewed and considered, and deliberation will take place even if the Appellant is not present.
6. The Appeal Board generally consists of the Dean for Student Affairs who will act as Ex Officio, two (2) members from the Student Affairs Division, and one (1) member from the Academic Affairs Division. The Appeal Board may consist of

less than three (3) members if any of the members has a conflict of interest or is unavailable due to scheduling conflicts.

7. The Appeal Board will review all related information. The Board may request the student appealing to attend the hearing to offer his/her perspective. The Appeal Board members may, at any time during the hearing, ask the student relevant questions.
8. There shall be a single verbatim record, such as a tape recording, of all Appeal Hearings, not including deliberations. Deliberations shall not be recorded. The record shall be the property of the University.
9. After the conclusion of the Appeal Hearing, the Appeal Board will confidentially deliberate, and make a decision based on majority vote of all members, including the Appeal Board Administrator. The Appeal Board Administrator will, within five (5) academic days, draft an explanation of the outcome, who will then notify the student of the decision.
10. The Appeal Board may decide to affirm or reverse the Student Conduct Board or the Student Conduct Administrator's decision in whole or in part. The Appeal Board may also reverse a finding of not responsible and impose sanctions. The Appeal Board may further increase the sanctions imposed by the Student Conduct Board or the Student Conduct Administrators if they believe that an increase in sanctions is reasonable.

#### E. Further Right to Appeal

1. After the Appeal Board reaches a decision, a student may submit a letter of appeal to the Vice President of Academic and Student Affairs, and a final appeal may be made by the President, in that order. The student shall write a brief letter, detailing his/her perspective, outlining reasons for further appeal.
2. All appeal cases involving expulsion, revocation of degree, or withholding of degree will be made directly to the President.

#### **Article V: Interpretation and Revision**

- A. Any question of interpretation or application of the Student Code shall be referred to the Chief Conduct Officer or his or her designee for final determination.
- B. The Student Code shall be reviewed annually under the direction of the Chief Conduct Officer or his or her designee.

The Mount Mary University Student Conduct Code is adapted from the following resource:  
Stoner, II, E.N. and Lowery, J.W. "Navigating Past the 'Spirit of Insubordination': A Twenty-First Century Model Student Conduct Code with a Model Hearing Script." *Journal of College and University Law* 31 (1), 2004



## UNIVERSITY RESOURCES AND INFORMATION

### **Academic Advising**

Haggerty Library, Room 127

Phone: 414.256.1243

Academic Advising is part of the newly renovated Student Success Center located in Haggerty Library. The Academic Advising office assists students with academic advising and career related questions. This office processes major changes and also assigns academic advisors to students. Information academic advising resources can be found on My Mount Mary.

### **Academic Counseling**

Haggerty Library, Room 123

Phone: 414.258.4810 Ext. 222

Academic Counseling is part of the Student Success Center located in the Haggerty Library. The Coordinator of Academic Counseling is available to provide guidance of academic concerns of all students, particularly those with early alerts and on academic probation. The Coordinator also addresses retention, general advising, and advocacy issues.

### **Accessibility Services**

Haggerty Library, Room 124

Phone: 414.258.4810 Ext. 645

Accessibility Services is located in the newly renovated Student Success Center located in Haggerty Library. Mount Mary University is committed to providing equal opportunities in higher education to academically qualified students with disabilities. Detailed information about documentation requirements, services, and resources can be found on My Mount Mary and by contacting the Coordinator of Accessibility Services directly.

### **Alumnae Relations**

Haggerty Library, lower level

Phone: 414.258.4810 Ext. 253

The Mount Mary University Office for Alumnae Relations plans, supports, advises and produces alumnae events and activities that encourage interaction between the entire alumnae body and the University. In addition, the Office maintains an up-to-date extensive database on its alumnae. It directs communication between the University and the alumnae, often in collaboration with other offices of the University. Alumnae receive *Mount Mary Magazine* twice a year and the summer edition "Briefings."

### **Athletics**

Caroline Hall, Room 153

Phone: 414.443.3636

Bloechl Center

Phone: 414.443.3644

Mount Mary University is offers six Division III athletic teams-- volleyball, soccer, tennis, cross country, basketball, and softball. Just as the University seeks to provide an environment to develop the whole person, intercollegiate athletics, while focusing on the development of active women, seeks to provide an environment for learning and healthy living. While participating in

intercollegiate athletics we expect students to make a commitment to their teammates for the success of the team.

Questions about athletic eligibility should be referred to the Athletic Director. Mount Mary University requires all student-athletes to have a physical examination on file and to be in compliance with all Division III academic eligibility requirements.

### **Bloechl Recreation and Fitness Center**

Mount Mary University encourages students to take advantage of the Fitness Center located on the second floor of the Bloechl Recreation Center. The Fitness Center offers weight equipment, exercise, dance and yoga classes, and fitness balls. Fitness Center hours are posted on the Center's door as well as on MyMtMary.

### **Bookstore (Barnes & Noble)**

Begstrom Hall, lower level  
414-256-0197

Visit the Bookstore for not only textbooks, but for school supplies, technology & electronics, Mount Mary University gear, room essentials, gifts, snacks, and more! Feel free to shop the store or our website at [mtmary.bncollege.com](http://mtmary.bncollege.com). You can also visit the Facebook page at [facebook.com/MountMaryBookstore](https://facebook.com/MountMaryBookstore) for special offers and deals.

### **Buildings and Grounds**

Caroline Hall, Room 145  
Switchboard 414.258.4810 Ext. 439

Buildings and Grounds oversee the operations of the switchboard, housekeeping, recycling, grounds, and building maintenance. Maintenance requests can be submitted to this office for any campus facility needs, including Caroline Residence Hall.

### **Business Office**

Notre Dame Hall, Room 159  
Phone: 414.258.4810 Ext. 165

The Business Office can provide answers to general inquiries regarding students' financial responsibilities to Mount Mary University. Student account information is available in the Business Office as well as online at [my.mtmary.edu](http://my.mtmary.edu). The office issues invoices, establishes payment plans, and accepts payments for tuition, fees, room, board, and other miscellaneous assessments.

Cash or checks are accepted in the Business Office or in the locked box located outside of the office. Please note that the University requires 10 business days to fully process checks of \$500 and more. Credit cards and e-check are accepted online through <https://my.mtmary.edu/ICS/>. The University does not accept Visa.

### **Campus Facilities**

Dominic Hall, 1<sup>st</sup> floor  
Phone: 414.258.4810 Ext. 227

The Campus Facilities Manager maintains a current calendar of events taking place on campus

and coordinates rental information for various departments as needed. The Campus Facilities Manager is also responsible for renting out campus facilities to the external public. Contact this office to reserve a non-academic space (i.e. not a classroom).

Scheduling of campus spaces can be arranged by contacting the following offices:

- The Courtyard, Cyber Café area, Caroline Hall Student Lounge and Parkway Place can be reserved by completing a Space Request form. This form can be obtained through the Director of Student Engagement. Reservations must be requested three business days in advance to allow for processing.
- Classrooms can be reserved through the Registrar's Office.
- All other facilities can be scheduled by contacting Beth Bacik at extension 227.

Students who use a room are responsible for the order of the room after use. If special arrangements must be made with the maintenance personnel, the Director of Buildings and Grounds must be contacted 72 hours prior to the event.

### **Campus Ministry**

Caroline Hall, Room 154

Phone: 414.258.4810 Ext. 366

Campus Ministry at Mount Mary University assists all students in creating a sense of community through developing relationships, celebrating various faith backgrounds, giving service and connecting with other college campus ministry groups both locally and nationally. Campus ministry provides presence and support, both spiritually and emotionally, and encourages students in developing a positive relationship with their God.

Through a variety of traditional and creative prayer experiences, spiritual mentoring/guidance, participation in retreats, inter-denominational services, liturgical celebrations and taking time for quiet and reflection, the Holy inside each person is discovered and experienced.

### **Career Development**

Career Development can help you create career goals and plan your career through career development counseling. Through this office, you can participate in self-assessment and career assessment exercises, learn how to translate your major into a career, create a four-year career development plan. Use the Career Process Worksheet to get started on your career plan.

You also can access [WISCareers](#) to conduct additional self-assessment, learn more details about majors and careers, and discover job seeking and career planning tools.

### **Caroline Scholars**

Caroline Scholars are the recipients of a unique scholarship for academically strong students who have a passion for social justice. There are six new students recruited from high school seniors each year and they join six sophomores, six juniors, and six seniors. Caroline Scholars provide 300 hours of service each year to community agencies who work on behalf of those who are disadvantaged. In addition, the students must maintain a 3.0 GPA and be a person of integrity.

**Child Care Center**

Notre Dame Hall-Lower Level, Room 60

Phone: 414.258.4810 Ext. 393

Licensed, staffed, and equipped to care for children from one year through kindergarten, the Child Care Center provides short-term care for preschool children of mothers enrolled in Mount Mary University classes. The Center is in operation from August through May when classes are in session. It is not open for the summer session. More specific information, including hours and rates, is available from the Director of the Child Care Center or can be found on <http://www.mtmary.edu/>.

**Counseling Center**

Haggerty Library, Room 132

Phone: 414.258.4810 Ext. 378

The Counseling Center is part of the newly renovated Student Success Center. The Counseling Center is a confidential and safe haven for students needing support from academic or personal stress. The Center is staffed with licensed, professional therapists. Therapists will also help with referral to community resources for students requiring specialized assistance, medical support or long-term treatment. Support and information concerning adjustment to college and life skills are offered through workshops and educational programs. Services are free to all undergraduate and graduate students. Appointments can be made either by calling the Center, or stopping in. Some drop-in times are available.

**Dean for Academic Affairs**

Notre Dame Hall, Room 151

Phone: 414.443.3608

The Dean for Academic Affairs assists students with academic questions and concerns. Credit overloads, exceptional course changes (adds or drops) and academic appeals are handled in this office. Withdrawing from the University may be done in this office as well. She also handles questions in regard to the application of academic policies for students.

**Dean for Student Affairs**

Caroline Hall, Room 149

Phone: 414.256.1211

The Dean for Student Affairs supervises the following areas: Athletics, Campus Ministry, the Child Care Center, Counseling Center, Residential Life, and Student Engagement. This office coordinates university-wide events such as graduation, Christmas on the Mount, student orientation and registrations, handles parking permits and ID's and student lockers, and works with and oversees student organizations including student government. The office is also the contact for students who wish to access the WAICU Student Health Insurance policy offered by Mount Mary University.

**Financial Aid and Student Employment**

Notre Dame Hall, Room 139

Phone: 414.256.1258

The Financial Aid Office assists students in securing funds to help with the cost of tuition. Financial aid awards may include scholarships, grants, loans and federal work study

funds. Awarding is determined by the student filing a FAFSA and may come from federal, state, institutional or private sources.

The Financial Aid office also handles Mount Mary part-time and federal work-study student employment for the fall, spring, and summer sessions. Check your Financial Aid award to determine if you are eligible for federal work-study funds.

### **Food Services**

Alumnae Dining Hall, Food Services Incorporated  
414.258.4810 Ext 232

Students residing in Caroline Residence Hall must participate in a meal plan and are offered flexible plans that allow students to eat a combination of meals in two different food service locations on campus. The Alumnae Dining Room in Bergstrom Hall specializes in full-meal dining, the Cyber Café located in the Gerhardinger Center offers a variety of sandwiches, salads, fruit, snacks, as well as a full coffee bar, and the Parkway Place located in the lower level of Bergstrom Hall offers grill items such as burgers, pizzas, and sandwiches. There are two Starbucks locations, on the lower level of Bergstrom Hall and first floor of Haggerty Library, which offer coffee and a variety of snack items. Commuter students may also purchase meal plan through Food Services, Inc (FSI).

Vending machines are available in a variety of campus locations. Refunds from food vending machines can be obtained from Food Service Incorporated.

### **Grace Scholars Program**

151 Caroline Hall  
Phone: 414.443.3633

The Grace Scholars Program provides substantial financial and academic support to academically talented young women from Milwaukee's urban community. This comprehensive educational initiative focuses on college retention and completion for young women between the ages of 18 and 21 who meet the following criteria: academic ability; leadership potential; and financial need. Enrollment is limited to 30 students each year. Additional information can be accessed at [www.mtmary.edu/grace/index.htm](http://www.mtmary.edu/grace/index.htm)

### **Graduate Education**

Notre Dame Hall, Room 152  
Phone: 414.258.4810 Ext 635

The Dean for Graduate Education is the administrative officer of the Graduate Division. The Office for Graduate Education provides administrative support for graduate programs throughout the University, embraces new and emerging technologies, and promotes excellence in graduate education for students and faculty.

### **Guest Rooms**

A limited number of Guest Rooms are available in Caroline Residence Hall for use by commuting students, faculty, staff, and guests as available. Each room is furnished and includes bed and bath linens, a TV, alarm clock, micro-fridge, and private bathrooms. The Guest Room fee is \$30.00 for single occupancy and \$40.00 for double occupancy per night and reservations can be made through the Director of Residence Life, ext. 169.

### **Identification Cards**

Caroline Hall, Room 147

ID cards are students' gateway to food services and library resources. It also serves as a means by which to verify identity. The first ID is free. Replacements due to lost or stolen cards cost \$10.

### **Information Technology**

Haggerty Library, Room 16

Phone: 414.258.4810 Ext. 321

IT provides support for the computing needs of the students, faculty, and staff of the University community. The center is staffed by a director, technicians, network administrator, administrative systems support person, and student workers.

Computer labs are located in the following areas on campus:

- Cyber Café in Gerhardinger Center
- First Floor of Haggerty Library
- Lower Level of Haggerty Library
- Second Floor of Notre Dame Hall

See General University Policies Section for additional information

### **International Center/Study Abroad**

Notre Dame Hall 253

Phone: 414.258.4810 Ext. 459

The International Center is a resource center for individuals interested in study abroad and international education. The Director of International Studies serves as the study abroad advisor and contact person for information and guidance in planning study/work abroad.

The International Center also offers a variety of workshops, guidance on pursuing scholarships to help students take advantage of study abroad opportunities, arranges lectures, and programming for International Education Week.

### **Library**

Haggerty Library

Phone: 414-258-4810 Ext. 264

The mission of the Patrick and Beatrice Haggerty Library & Learning Commons (HLLC) is to support students' academic endeavors by providing carefully selected, useful research resources.

The library supports group study spaces, quiet individual study, printing, and computers for the entire campus community. The library also provides access to books, articles, and e-books through our on campus and electronic collections, and to library materials from all over the country for free at: <http://mountmarycollegelibrary.worldcat.org/>

### **Lockers**

Lockers are available for student use in several areas on campus. Students may select a preferred locker location and stop at the Student Affairs Office located in Caroline Hall 147 to check its availability, place a refundable \$5.00 deposit for a campus lock, and be issued its combination. The locker can be assigned by semester or year. The deposit is refunded when the lock is returned to the Student Affairs Office. During the summer, lockers will be cleaned and repaired. Any locker with a lock not issued by the Student Affairs Office is subject to having it cut off and the contents removed.

### **Lounges**

Several lounges are available at various locations on campus. The Student Lounge located in Caroline Hall is a spacious area with ample lounge chairs and sofas, a TV, a piano, and a fireplace. It is ideal for large student gatherings as well. Gerhardinger Center offers not only table seating in the Cyber Café area, but also two lounges on the first floor. The Gerhardinger Student Lounge offers comfortable chairs, and a TV. Vending machines and the Cyber Café are adjacent to it. The Jacobus Lounge, also located in the Gerhardinger Center provides several tables and chairs for students to use for studying, socializing, working on projects, etc. There is a private Project Room located in the Jacobus Lounge. The Parkway Place located in the lower level of Bergstrom Hall has a TV, tables and chairs, and a grill that serves food. Each residence hall floor in Caroline Hall provides a public lounge available for students residing in the hall. Each lounge has sofas, chairs, cable TV, and is connected to a kitchen which houses a large refrigerator, electric stove, vending machines, and a small table and chairs. Cooking supplies may be checked out from the Caroline Hall Front Desk for use in the kitchens.

### **Mailroom**

Bergstrom Hall, Room 78

Phone: 414-258-4810, ext. 273

Mail is picked up and delivered during the week but not on weekends or holidays. Stamps can be purchased in the Mailroom and packages can also be shipped and received through the Mailroom. Please contact the Post Office for outgoing mail service times.

### **My Mount Mary (my.mtmary.edu)**

This site is designed to help you maintain and access institutional records. With a password students can access their grades, their bills, directory information, coordinate group projects/meetings, and a whole lot more.

Some of the features available to students include the ability to check grades, see class schedules, and view course history. To gain access, students receive a User ID and password from Admissions. If you forget your password, simply enter your student ID number and “I forgot my password” and a new password will be sent to your mtmary.edu email. If at any time you have additional difficulty with My Mount Mary, please contact the IT Department Help Desk at ext.

321. Staff members can obtain access to My Mount Mary by contacting the IT Department at ext. 321.

### **Notary Public**

The services of a notary public are available free of charge to all students during regular office hours at the Business Office.

### **Parking Information and Vehicle Registration**

Parking is available free on campus in designated lots. All vehicles using the parking facilities must be registered and have a permit. Permits are obtained through the Student Affairs Office in Caroline Hall 147 and must be hung on your rearview mirror. Vehicles without the official permit may be ticketed. Public Safety officers check all vehicles for appropriate permits and check roadways to keep them free. Parking spaces for disabled persons are clearly marked.

Parking for bicycles is also available in any of the racks on campus. Mount Mary University assumes no responsibility for damage or loss due to theft of bicycles.

### **President**

Notre Dame Hall, Room 145

Phone: 414.258.4810 Ext. 207

The President is the executive leader of the University, and as such, represents the University before the public; transacts business with outside agencies; and exercises guidance and direction to promote the harmonious integration of all departments and offices of the University. The President welcomes dialogue with students.

### **Promise Plus Project (P3)**

Lower Level Haggerty Library, between 011 and 012.

414-258-4810, ext. 604

The Promise Plus Project (P3) serves first-generation, low-income students and students of color at Mount Mary University. The program addresses issues that cause students from historically underrepresented populations to withdraw from college, such as financial, social/cultural, and career development services delivered primarily through learning communities, peer mentoring, experiential financial literacy lessons, and group engagement events. Eligibility and other information can be obtained by visiting the P3 website at

[www.mtmary.edu/promise\\_program.htm](http://www.mtmary.edu/promise_program.htm).

### **Promise Program**

Haggerty Library 019

414-258-4810, ext. 264

The Promise Program is a federally funded TRIO Student Support Services program that serves first-generation and low-income college students in an effort to help them remain in good academic standing, persist in college, and graduate with a baccalaureate degree. Promise Scholars benefit from resources such as tutoring, academic and personal development workshops, FAFSA assistance, financial literacy information and training, personal counseling, college success and career advising, and advanced degree planning. Eligibility and other



information can be obtained by visiting the Promise Program website at [www.mtmary.edu/promise\\_program.htm](http://www.mtmary.edu/promise_program.htm).

### **Public Safety**

Caroline Hall, Room 054

414.258.4810 Ext 421; 414-807-9560 from outside phone

Public Safety officers are available on campus 24 hours a day, 7 days a week. Mount Mary University officers have the authority to protect the campus community and to enforce the campus regulations within their jurisdiction. It is the responsibility of all students to report any unauthorized persons or actions on campus to the Public Safety Department. The University is not responsible for loss or damage to the personal property of students, faculty or staff, whether such damage is caused by theft, fire, water, or other calamity. Students are urged to consult their homeowner's policy for protection of property when away from home. A safety escort program is available to all members of the campus community by contacting the University Switchboard.

### **Registrar's Office**

Notre Dame Hall, Room 153

Phone: 414.256.1251

The Registrar is the custodian of the official scholastic records of the University. The Registrar approves Off-Campus Course Requests and is the certifying officer of student academic records for the University. This office also processes changes in course registration, such as adding or dropping a course that cannot be accomplished online. Transcripts are issued in the Registrar's Office and online. Information about Enrollment and Degree Verifications, which are handled through the National Student Clearinghouse, is available in this office. Questions regarding degree requirements may be directed to the Registrar and graduating students should complete a core check with the registrar the semester before graduation.

The Registrar is also available to assist international students with United States Department of Homeland Security procedures, including I-20 forms and is the Veterans Compliance administrator. The veteran's representative can assist in resolving individual problems as well as submitting enrollment verifications to the VA. For further information please visit My Mount Mary, My Academics, Veterans Information.

Students who have a change of address and other personal information are made online on [My Mount Mary](#). Change of name is made through the Registrar's Office with appropriate documentation.

### **Residence Life**

Caroline Hall, Room 155

Phone: 414.258.4810 Ext. 169

Living on campus is an important part of the college experience. All full-time, traditional first-year students who are not living at home with parents or immediate relatives must reside in University housing. The residence hall is staffed with live-in professionals and paraprofessionals, specifically trained to build community and respond to student needs.

Caroline Hall is an all women's residence hall that provides accommodations for single occupancy with or without a private bathroom, double occupancy with or without a private bathroom, and single suites in which two residents share an adjoining bathroom. Rooms without private bathrooms have a sink in each room and residents share common bathrooms on the floor. Rooms are furnished with a standard-sized single bed, desk, chair and dresser for each resident. Each room is also provided with a micro-fridge unit. All residence hall rooms have wired and wireless internet capabilities. Cable TV is provided free of charge to all rooms in Caroline Hall. Cables are provided by Mount Mary University and should be left in each room at the time of move out.

All students residing in the residence hall are required to purchase a meal plan, as stated in the housing contract that each resident student signs. The student I.D. is used as verification for meal service. The student is responsible for purchasing a replacement student I.D. if it is lost or stolen. A variety of meal plan options exist for students to meet their needs and schedules. Students with specific dietary restrictions or medical needs should see the Food Service Director.

The Caroline Hall Handbook provides additional information regarding residence hall living. Additional questions should be directed to the Director of Residence Life.

### **Service Learning**

Haggerty Library, Room 125  
Phone: 414.258.4810 Ext. 265

Service learning is a significant way in which Mount Mary fulfills its vision to educate students to transform the world. Students in the Leadership for Social Justice Seminar, the Caroline Scholars program, and various other courses are engaged in local, national, and international communities, using their skills to solve real world problems. From the central city of Milwaukee to villages in Peru, students are providing service while learning about social justice issues. Through active participation in community service and reflection on their experiences, students are transformed in their values, attitudes, and knowledge.

### **Student Engagement**

Caroline Hall, Room 142  
Phone: 414.258.4810 Ext. 637

The Office of Student Engagement is the place to go for involvement and student leadership at Mount Mary University. Students can find information about all activity on campus, including programs, events, student organizations, new student orientation, and student leadership development. Programs are open to ALL students, both on and off campus. Students may also obtain information regarding the Student Government Association and Programming and Activities Council (PAC).

All Mount Mary University community members may contact the office to obtain information regarding specific room reservations for students, student organizations, and student events. The Director of Student Engagement is responsible for the Mount Mary University Student Conduct Code and its processes. All questions or concerns regarding the code, its policies, and procedures are encouraged and welcomed.

**Tutoring & Testing Services**

Haggerty Library, Room 122

Phone: 414.258.4810 Ext. 373

The Student Success Center provides tutoring to all members of the Mount Mary University community who wish to enhance their academic skills. This assistance is free of charge and available by appointment; drop-in appointments are dependent upon availability. In addition to specializing in content areas such as communication, math and science, tutors work with students to teach strategies for time management, test taking, active reading, etc. Professional and peer tutoring are available and may take place in an individual or group setting. Finally, students who have special circumstances may be eligible for test taking in the Student Success Center.

Tutoring and testing services are available in the SSC Monday through Friday during regular business hours, with additional evening and weekend hours offered each semester. Extensive learning resources are also available on My Mt Mary.

**Vice President for Academic and Student Affairs**

Notre Dame Hall, Room 150

Phone: 414.258.4810 Ext. 203

The Vice President is always ready to advise students on matters that concern their academic interests and their general welfare. She helps them with questions about their curriculum and assists them in making wise use of the opportunities offered by the University. She is concerned with developing appropriate policies and with the administration of regulations in regard to the curriculum, academic standards and student life.