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# Quick Info

**Campus Security** .....923-8950

Hours:  
24 hours, 7 days a week

**One-Stop** .....923-8555

Hours:  
Sunday–Saturday .....6 a.m.–midnight

**Library** .....923-7641

Hours\*:  
Monday–Thursday .....7:30 a.m.–midnight  
Friday .....7:30 a.m.–4:30 p.m.  
Saturday .....Noon–4 p.m.  
Sunday .....Noon–midnight

\*Holiday, exam week, and summer hours vary.  
Hours are published on the library web page and on MyMarian.

**Hornung Student Center Dining Room** .....923-8728

Hours:	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday–Friday	7:30–9:30 a.m.	11:30 a.m.–1:30 p.m.	4:30–7 p.m.
Saturday & Sunday	CLOSED	11:30 a.m.–1:30 p.m.	4:30–6:30 p.m.

**Todd Wehr Alumni Center/Common Grounds** .....923-8525

Hours:  
Monday–Friday .....7:30 a.m.–midnight  
Saturday & Sunday .....10:30 a.m.–midnight

**Erbert & Gerberts** .....923-8525

Hours:  
Monday–Friday .....10:30 a.m.–8 p.m.  
Saturday & Sunday .....CLOSED

**Naber Front Desk** .....923-7200

Hours:  
Monday–Thursday .....7 p.m.–3 a.m.  
Friday .....7 p.m.–6 a.m.  
Saturday .....7 p.m.–6 a.m.  
Sunday .....7 p.m.–3 a.m.

# Marian University Information

## Marian University as a Catholic University

Marian University is a Catholic institution that is rooted in the gospel of Jesus Christ and influenced by the Church's 21<sup>st</sup> ecumenical council, Vatican II (1962-1965). As such, Marian University promotes a spirit of dialogue, questioning, and unity within and outside of classroom learning. The morals and values of the Roman Catholic tradition are upheld in all facets of University life.

## Mission Statement

Marian University is a Catholic applied liberal arts community that welcomes diverse spiritual traditions. Sponsored by the Congregation of Sisters of St. Agnes, Marian University engages students in the education of the whole person. We embrace justice and compassion and transform lives for professional service and leadership in the global community.

## Core Values

Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.

- **Community:** Respecting our diversity as individuals, we encourage, challenge, and nurture one another, joining together to accomplish our shared mission and vision.
- **Learning:** We engage in a collaborative lifelong process of seeking truth and appropriating knowledge and values to transform the individual, our communities, and the world.
- **Service:** Through active service and ministry, we support one another and seek to meet the needs of the larger community.
- **Social Justice:** We work to create individual and societal change which supports the value, dignity, and opportunity of every person.
- **Spiritual Traditions:** Valuing Marian's Catholic religious heritage, we respect each individual's freedom to explore a diversity of spiritual beliefs.

## Human Dignity Statement

Marian University was founded on the principles of the Judeo-Christian tradition. At the very center of this tradition is the affirmation of the value and sacred dignity of the human person. This principle is the cornerstone of the Marian University community.

The Marian community strives to uphold the dignity of every person and to confront challenges to that dignity. The University does not tolerate inappropriate use of power or authority by its members, nor does the University condone any other violation of human dignity. Marian University addresses violations of human dignity through the policies listed in this handbook.



These behavioral policies, as listed in this handbook, govern the conduct of members of the University community. Policies emphasizing the importance of human dignity and practices that promote appropriate respect for individuality and basic human rights are intended to encourage the Marian University community to incorporate such values into interactions with all persons, whether members of the Marian community or the larger society.

## **Marian University Seal**



The seal of the University contains the motto *Sicut Liliun Inter Spinis* (from the Latin "As a Lily among Thorns"). A circle of thorns surrounds the center portion of the seal, which features a torch (the symbol of wisdom) emerging from the lily (a symbol of Mary, the Mother of Jesus). Sr. Vera Naber, first Academic Dean and third President of the University, designed the seal in 1937 for the purpose of authenticating transcripts. A replica of the seal in ceramic tile mosaic, the work of Sisters Pascal Lowes and

Agnessa Ruder, is in the lobby of the Administration Building and is also stamped in the path way leading from the library to the student center. It is our tradition to never step on the seal. Please walk around it.

## **Non-Discrimination Policy**

Marian University admits students of any race, color, creed, age, sexual orientation, national or ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded and made available to students at the University. Marian University does not discriminate in the administration of its educational policies, scholarships or loans, and other school-administered programs. Marian University is an Equal Opportunity Employer. Marian University's entire Title IX policy may be accessed on MyMarian.

## **Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990**

Marian University does not discriminate on the basis of disability in its educational programs or employment practices. Wherever possible, reasonable accommodations will be made to ensure that the University environment and academic programs are accessible to the greatest extent possible to all students with disabilities. For complaints or concerns related to the Non-Discrimination Policy, and/or the Statements related to the Rehabilitation Act of 1973 or the Americans With Disabilities Act of 1990, please contact the Office of Student Life and Title IX in Administration 109.

## **Title IX**

As a Catholic institution, Marian University is rooted in respect for the inherent dignity of each person. The University fosters a campus community that is inclusive of persons of diverse backgrounds and faiths and does not tolerate discrimination in any form by any University employee or member of the student body. The following policies and procedures reflect this commitment as well as the University's ongoing compliance with applicable federal and state laws and regulations. It is your responsibility as a member of the Marian University Community to review and abide by these policies and procedures.

It is the policy of the University to provide an educational, employment, and business environment free of all forms of Sex Discrimination. The sexual harassment of University students, faculty, and staff by non-University employees and guests doing business or providing services on campus (*e.g., contractors and vendors*) also is prohibited by this policy. This policy applies to all University students, faculty, and staff, to other members of the Marian University Community, and to contractors, consultants, and vendors doing business or providing services to the University.

Marian University is committed to investigating all possible violations of this policy about which the school knows regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. The University's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, the timeliness of the complaint and the University's access to information relevant to the alleged or suspected violation of this policy. The University is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Marian University's entire Title IX policy may be accessed on MyMarian. For complaints or concerns related to the Non-Discrimination Policy, and/or the Statements related to the Title IX, please contact the Office of Student Life and Title IX in Administration 109.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Annual Fire Safety Reports for Marian University**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

The full report and relevant policies can be accessed at [https://my.marianuniversity.edu/Documents/Jeanne\\_Clery\\_Disclosure\\_and\\_Campus\\_Safety\\_Report.pdf](https://my.marianuniversity.edu/Documents/Jeanne_Clery_Disclosure_and_Campus_Safety_Report.pdf)

## FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official 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.
- Students have the right to formally request the amendment of the student's education records that the student believes to be 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 this decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that 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 personnel and health staff*); a person or company with whom the University has contracted (*such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse*); a member of the Board of Trustees; a student serving on an official University committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

# General Information

## **Absence/Illness**

Students who are ill or cannot get to class because of inclement weather should first contact their instructor(s) via email or voicemail, especially if they will be missing an exam. In the case of a lengthy illness, emergency, or death in the family, the Office of Student Life should be contacted at 923-7666. The Student Life staff will notify professors on your behalf, but does not have the authority to excuse absences or work due for any courses.

## **Attire**

Students are required to dress appropriately when attending classes or visiting campus buildings. Shirts and shoes are required in all campus buildings, with the exception of residence facilities.

## **Automated Teller Machine**

There is an automated teller machine (ATM) located in the Hornung Student Center.

## **Campus Dining**

Campus Dining, located in the Hornung Student Center, serves the daily dietary needs of Marian University students and coordinates all special food and beverage requests on campus. Per the contract with the food service vendor, Sodexo, all events held on the Marian University campus must utilize Sodexo services.

## ***Meal Plan***

While students living in residence halls are required to have a meal plan, there are options to choose from. Plans are available for any resident student, faculty or staff member, as well as non-traditional students, commuters or off-campus students. In order to meet your campus dining needs, the University has designed the following meal plans for the 2016–17 academic year.

First-year students must have the Unlimited Meal Program regardless of housing option choice. Returning students may change their meal plan up to the add drop dates in the semester. The unlimited access program offers continuous service from 7:30 a.m. until 6:30 p.m. The dining room does not close between the specific posted meal periods and students can enter the dining room as often as they please and enjoy a wide range of menu options in an all-you-care-to-eat format. Residents living in apartment-style living, with a kitchen may have any meal plan. Any unused meals for the fall semester are forfeited if the student is no longer a resident for the spring semester and any unused meals for the academic year are forfeited at the end of the spring semester at 6 p.m. on the

last day of finals; unused points will be carried over to the next semester if student maintains at least 12 credits. Food service may not be provided during breaks when classes are not in session (*please check with Campus Dining Services for details*).

Resident Students please choose one of these meal plan options:

**MEAL PLAN A:** Unlimited Access + \$60 in Dining Points

- Mandatory meal plan for all first-year students
- Mandatory for students who live in resident housing without a kitchen

**MEAL PLAN B:** Platinum Upgrade- Unlimited Access + \$160 in Dining Points

**MEAL PLAN C:** 75 Block Plan + \$60 in Dining Points

- For students who do have kitchens & Upperclassmen

**MEAL PLAN D:** 180 Block Plan + \$300 in Dining Points

- For students who do have kitchens, Upperclassmen & Commuters

### **Snack Points**

All full-time undergraduate students, including commuter students, receive \$60 in Snack Points per semester, which may be used at Erbert & Gerbert's Bistro, The Hub, and the Hornung Student Center Dining Room. Snack Points may be purchased in increments of 50, up to 200 at a time. Unused Snack Points carry over to the following academic year.

Commuter students and University personnel may purchase a meal plan and/or Snack Points at the Business Office located in 105 Administration Building.

### **Erbert & Gerbert's Bistro**

Erbert & Gerbert's Bistro is located in the Todd Wehr Alumni Center, and offers Starbucks coffee and beverage items, bakery items, made to order sandwiches, salads, chips, and soups. During Erbert & Gerbert's hours, the full Erbert & Gerbert's menu is available, including fresh, made to order subs. Outside of Erbert & Gerbert's regular hours, pre-packaged items and Starbucks beverages are available for purchase. All items sold in Erbert & Gerbert's Bistro can be purchased with cash, credit, debit, or Snack Points.

### **Hornung Student Center Dining Room**

The Dining Room is located in the Hornung Student Center. Students can enter as often as they please and enjoy a wide range of menu options in an all-you-care-to-eat format. During hours between meal periods, as listed below, limited stations are open. Students are required to swipe their student ID card each time they enter the Hornung Student Center Dining Room. Meal swipes, cash, credit, debit, and Snack Points are acceptable forms of payment.

Any person entering any of the dining facilities must wear appropriate apparel, including shoes or slippers with hard soles; bare feet are not permitted. A shirt must be worn. Taking food, dining utensils, or dishes from the Hornung Student Center Dining Room is prohibited. Throwing food or causing disarray in the dining area is strictly prohibited, as well as playing personal sound-producing devices (*i.e. iPods, stereos, computer or cell phone speakers*). Carry-ins (food/beverages) are prohibited in the Hornung Student Center Dining Room.

## **Campus Safety**

Marian University prides itself on providing a safe environment for its students and employees. Prevention and vigilance assist the entire University community in ensuring this safe environment. It is recommended that all members of the University community are attentive to general safety around campus. It should also be noted that the security of personal belongings are the responsibility of the individual owner.

The cooperation, involvement, and personal support of all members of the Marian University community are crucial to the success of the campus safety program. Everyone must assume responsibility for his/her own personal safety and security of personal belongings by taking precautions.

### **General Safety around Campus**

The following are recommended safety steps:

- Report anyone who behaves suspiciously to Campus Safety.
- Never prop open doors.
- Never leave belongings unattended in a lounge or common area.
- While in class, lab, or the library, keep personal belongings in view.
- Avoid using stairs in remote sections of buildings.
- Avoid working or studying alone in a building at night.
- If being followed, act suspicious. To discourage the follower, look back frequently, change directions, or vary walking pace.
- Stay in well-lit areas and away from alleys, entryways, and bushes.
- If a purse or handbag must be carried, keep it close to the body.
- Walk with a buddy whenever possible. Campus Safety is available for escorts to and from locations. To contact Campus Safety, call 923-8950.
- Stay near other people. Avoid shortcuts through parks, vacant lots, and other deserted places.
- Be aware of the locations of emergency poles on campus.

### **Crisis Plan**

Marian has a crisis plan to better enable the University to protect and support guests and members of its community; enhance the University's ability to communicate with internal and external constituents; enhance the ability of the University to quickly recover from loss or damage to facilities, equipment, or grounds; facilitate the continuation of University business operations and/ or University business recovery procedures; assure compliance with regulatory

requirements of federal, state, and local agencies; and enable the University to utilize multi-perspective approaches in an organized manner to generate creative problem-solving solutions in a crisis. To review the policy, refer to the Emergency Information tab on MyMarian.

### **Emergency Evacuation Procedure**

In an emergency situation (*fire, bomb threat, explosion, etc.*) the following steps should be followed:

1. Shut all windows.
2. Leave lights on.
3. Wear shoes.
4. Take towel to cover face in case of fire.
5. Close doors, but leave unlocked.
6. Walk quickly to nearest exit; do not use the elevator.
7. Remain calm.

Failure to evacuate the premises within a reasonable time, to cooperate with University personnel, or to prematurely re-enter the building when alarms sound may result in disciplinary action.

### **Active Threat Response**

At Marian University, we utilize A.L.i.C.E. (*Alert, Lockdown, inform, Counter, Evacuate*) training for students and staff. It is designed to teach proactive survival strategies in violent intruder or active shooter situations to university employees and students. The training will bridge the gap between the time a violent event begins and law enforcement arrives. Training includes:

- Knowledge of statistics and information about active shooter situations and why A.L.i.C.E. training is effective
- An overview of training and the liability of proactive vs. passive response strategies.
- A.L.i.C.E training empowers individuals to be proactive in situations where they normally feel vulnerable.
- Experience live scenario drills that compare a static vs. active A.L.i.C.E. response.
- Learn strategies you can bring back to your office, classroom, home or any other place you go to each day.

Training is offered at orientation and again throughout the year to students, staff, and faculty.

### **Emergency Poles and Equipment**

Emergency poles are located throughout the campus to assist students, faculty, staff, and visitors in the event of an emergency or to alert Campus Safety of a situation requiring immediate attention. After activating the emergency pole via the push button, the light will flash and an announcement will sound at the location and to the radios carried by University officials on campus. After the

announcement, there will be a few seconds to speak into the microphone on the box to state the emergency. Personnel will promptly respond to the location of the call. Emergency poles are located in front of the Administration Building, behind Regina Hall, and in the parking lots of the Courtyards, Naber Hall, Stayer Center, Townhouses, Cedar Creek, Herr-Baker and Smith Fields.

Automated External Defibrillators (*AEDs*) are located in the Administration Building, Courtyards, Gym, Hornung Student Center, Naber Hall Regina Hall, Stayer Center, Lenz Field House, Science, CY 6, Cedar Creek 779, and Agnes Center.

### **Emergency Situations**

Students should report emergency matters requiring immediate attention. Depending on the situation, emergency situation calls should be made to the Residence Hall Director, One-Stop, or Campus Services (*for plumbing, mechanical, or structural issues*). Emergency situations include serious accidents, illness, serious policy violation, plumbing, or electrical failure and similar matters. Critical situations should be reported directly to the Fond du Lac 911 emergency line. After a 911 call is made, a call should be made to notify Campus Safety of the critical situation.

### **Fire Extinguishers**

Fire extinguishers are located in all residence facilities and throughout the campus. Setting off or tampering with alarms, smoke detectors, or fire extinguishers is strictly prohibited. Federal law states that unnecessary discharge of a fire extinguisher may result in a \$5,000 fine and/or five years in a federal penitentiary.

### **Fire Safety and Equipment**

In the event of a fire or fire drill, it is the individual's responsibility to leave the building immediately. All individuals should proceed to the nearest exit and remain at least 50 feet from the building until the all-clear signal has been given by the fire department or University personnel. Evacuation plans are located throughout each building. Any individual who refuses to leave the building for a fire alarm may be fined up to \$500. Tampering with fire safety equipment is a serious offense, which is subject to legal and disciplinary action.

In the event of a fire, the following steps should be followed:

1. If a fire is sighted or suspected, the nearest alarm should be sounded immediately. If time permits, call 911 and notify authorities of the exact location of the fire. Everyone should maintain their own safety at all times.
2. Do not, under any circumstances, use an elevator when a fire has been sighted or when a fire alarm is sounding.
3. Exit the building quietly and quickly from the nearest hallway or stairwell.
4. If any person is not accounted for, notify Marian University personnel.



5. Persons may return to the building only after an all-clear signal has been given by Campus Safety or Fire Department personnel.
6. Persons should familiarize themselves with emergency exits and fire alarm locations.

### **Tornado Safety**

In the case of a tornado warning, all individuals are encouraged to proceed to the designated "safe place" of the building in which they are present. If at any time the National Weather Service, state, or local police communications indicates that Marian University is in the path of an approaching tornado, notification will be sent in addition to the sounding of sirens in the Fond du Lac community. All persons should seek immediate shelter from the approaching tornado. The outside siren is the only existing signal used by Marian University. Consequently, it is very important to listen for this siren when weather conditions are likely for a tornado. All persons should leave a room if it contains windows or one or more of the walls are an existing outside wall. Individuals should move to the basement, or lowest floor possible, and stay away from windows. Elevators should not be used in case of a power failure. Once in a "safe place," individuals should sit down on the floor and use their arms to cover their head and face, protecting them from flying objects.

Remember:

- Do not leave the building unless otherwise instructed.
- Seek shelter immediately.
- Do not use elevators.
- Stay clear of large, open areas (*i.e. Sadoff Gymnasium floor*).
- Stay clear of windows.
- Stay calm and protect the head and face from any flying objects.
- If there is no time to go to a "safe place," seek shelter in the present location (*i.e. if in a classroom, go under a desk*).

### **Vehicle Safety**

- Vehicles should be parked in lighted areas and kept locked at all times.
- Valuables should be concealed.
- If a vehicle is not driven on a regular basis, it should be checked and moved occasionally to avoid making it a target of a break-in.

### **Change of Address**

Every student is responsible for notifying the Office of the Registrar of any change of local or home address and/or telephone number, including cell phone number. Residents leaving on-campus housing should obtain a change of address card from the Office of Student Life prior to moving out for mail forwarding purposes.

## Classroom and Campus Expectations

Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect, and active engagement are valued and observed by all participants. Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful, or uncivil in their conduct — including language — in any setting at Marian University. A student who is deemed to be inappropriate in the classroom may be asked to leave the class for a session or more, or may be administratively withdrawn by University officials.

## Computer Information

In order to better serve you, Marian University's Help Desk has the following rules for students with regard to working on your personal computer. Please read them carefully.

- It is your responsibility to keep your computer virus-free and spyware-free. If you do not have current anti-virus software on your computer, please <http://microsoft.com>, click the "Download" tab and then click on "Microsoft Security Essentials" to download the free version. For Apple products, users need to go to <http://www.sophos.com/en-us/products/free-tools/sophos-antivirus-for-mac-home-edition.aspx> to download the free version.
- In order to verify that your computer is spyware free, please visit <http://microsoft.com>, click the "Support" tab, and then click on "Security Home" and then click on "Fix" for a safety scan.
- It is your responsibility to keep your computer's software up to date. If you are using Microsoft software on your computer, visit <http://microsoft.com>, click the "Support" tab and then click on "Microsoft Update". Follow the instructions there to have access to these updates that are important in keeping your Microsoft software running as smoothly and accurately as possible. If using an Apple product, please visit [www.apple.com/support](http://www.apple.com/support) in order to ensure that your system is up-to-date. For all other software, please visit the manufacturers' website.
- If you have questions or problems with your telephone or voice mail in your room, please contact the Help Desk at [helpdesk@marianuniversity.edu](mailto:helpdesk@marianuniversity.edu) or **923-8947**.
- The Marian University Help Desk **will**:
  - Connect your computer to the Internet
  - Run updates (*Antivirus, Adobe, Java, Microsoft*)
  - Remove viruses and spyware

- The Marian University Help Desk **will not**:
  - Repair computers with hardware issues
  - Upgrade computers
  - Install hardware on your personal computer
  - Fix printer issues

*We recommend that you use Windows 7 or 8 and Office 2010 or 2013. If you would like to upgrade to either of these you can purchase them at a significant discount by going to <https://my.marianuniversity.edu> select Office of Information Technology Services and then click on the link to JourneyEd Software on the left-hand side of the page. Once on the website select Marian University.*

## **Resident Students**

Every Residence Hall room can access the internet via a wired or wireless connection. To use the wired connection, you will need to bring a network cable to connect to the blue wall jack in the room.

## **Commuter Students**

Public computers, located in the Student Center, Common Grounds, and the Library are available for you to use while on campus. Wireless hot spots are located in all common areas as well as the library for you to access while on campus as well. Choose Marian for the network and login to the captive portal with your Marian login and password.

*Please note: All computers must be current with software updates and anti-virus software in order to access the internet.*

## **Complaints**

The Student Complaint policy is an institution-wide, policy and procedure for addressing, tracking and evaluating student complaints. It is not meant to override current procedures in place for consumer complaints, academic appeals, disciplinary procedures or school-specific procedures. Students are encouraged to address their complaints informally and directly with the individuals with whom they have concerns before taking any formal actions as defined here. The Student Complaint policy impacts all units of the University. While tracking takes place within the office of the Vice President for Academic Affairs, all employees of the University will need to be prepared to utilize the procedure and forms for handling student complaints. This will ensure standard practice regardless of the nature of the students' complaints, the area of the University within which the concern takes place, as well as the resolution of the situation. The form can be accessed online through MyMarian at **<https://my.marianuniversity.edu/forms/Pages/Student-Complaint-Form.aspx>**

## Consumer Information

Marian University is required to notify students on an annual basis about information that is important to their education, including Financial Aid. This information can be found on the Marian University Financial Aid web page at [www.marianuniversity.edu/consumerinfo](http://www.marianuniversity.edu/consumerinfo) or on MyMarian at [http://www.marianuniversity.edu/uploadedFiles/\\_marianuniversityedu/Financial\\_Aid/COMPLAINTS\\_PROCESS.pdf](http://www.marianuniversity.edu/uploadedFiles/_marianuniversityedu/Financial_Aid/COMPLAINTS_PROCESS.pdf).

Consumer information regarding Financial Aid and the process, student Rights and Responsibilities, Terms and Conditions of aid offered, policy for returning aid for students who withdraw from classes, criteria for meeting Satisfactory Academic Progress (*the Financial Aid SAP process is different from the Academic process*)<sup>≠</sup> information about University personnel and programs, campus crime information, Privacy Act information, athletic information, and more can be found here.

## Disability Services

Marian University is committed to ensuring that people with disabilities have equal opportunity and access to fully participate in or benefit from programs, services, and activities that it offers. Marian University and any of its agents shall not coerce, intimidate, retaliate against, or discriminate against any individual for exercising a right under Section 504, or for assisting or supporting another to exercise those rights. Individuals who have exercised or have assisted in exercising rights under Section 504 remain subject to the same policies and procedures as other individuals at Marian University. Each individual shall demonstrate cooperation with Marian University's policies and procedures in order to obtain reasonable academic accommodations.

The Coordinator for Disability Services assists students with disabilities as they transition to Marian University through to graduation by providing reasonable academic accommodations, personal and academic support, and advocacy.

To access Disability Services, students meet with the Coordinator for Disability Services to disclose a disability, submit appropriate documentation (*see Marian University's Documentation Guidelines*) and discuss reasonable academic accommodations. The Coordinator for Disability Services determines eligibility for services, and reasonable academic accommodations on a case-by-case basis, based upon students' self-report, appropriate documentation and professional judgment. Requests for reasonable accommodations are reviewed on a semester-by-semester basis and granted as supported by the documentation and individual needs. It is strongly recommended that requests be made at least 4-6 weeks in advance of when they are needed in order to avoid delays that could potentially impact participation in a program, service, or activity. All information is regarded as confidential.

*For more information regarding Disability Services at Marian University, please contact the Coordinator of Disability Services and Academic Support at 923-8951.*

## **Elevators**

Elevators are located in the Administration Building, Cardinal Meyer Library, Naber Hall, Regina Hall, Sadoff Science Hall, and Stayer Center. Tampering with the elevators can pose serious safety problems for all residents. If an elevator is not functioning correctly, you should report it immediately to the One-Stop, Campus Services, your hall staff, or security.

If you are in an elevator and the doors do not open or the car comes to a stop between floors, do not try to force open the doors or climb through the elevator shaft. Use the emergency stop button to stabilize the elevator and ring the alarm bell until assistance arrives.

Anyone who damages or defaces the residence elevators will be subject to disciplinary action and will be held financially responsible for any damages incurred. Smoking is prohibited by law in elevators. Use of vapor based nicotine devices is prohibited by policy.

## **Insurance**

The University does not provide any insurance on the person or property of students enrolled at Marian. Accordingly, every student is expected to have health insurance. Families are advised to determine if their homeowner's policy can be adjusted, if necessary, to cover potential losses at school, while school is in session. In the case of medical problems, the student (*or his/her family*) will be financially responsible for all services rendered.

## **International Students**

International Student Services is located in the Office of Undergraduate Admission, in the Stayer Center. International Student Services is responsible for providing international students with immigration services, advising, and campus and community programming. All international students younger than 21 and having fewer than 64 university credits are required to live on campus. A completed health form, including TB skin test results, is required and must be on file by August 1 for the fall semester and January 1 for the spring semester. Additionally, all international students are required to carry health insurance and must supply proof of health insurance prior to registering for courses.

## **Library**

The Cardinal Meyer Library provides resources and services in a variety of formats to support student learning, research, personal growth and discovery at Marian University. Librarians are available to help students research and to teach them how to use the library and its resources.

## **General Information**

The Library's hours are on MyMarian, the library website at [www.marianuniversity.edu/library](http://www.marianuniversity.edu/library) and on the library's Facebook page at [www.facebook.com/CardinalMeyerLibrary](http://www.facebook.com/CardinalMeyerLibrary). The Library provides 24/7 access to a variety of electronic resources. The library collection includes thousands of print materials, a variety of online databases, e-books, streaming videos, music, and journals. Students have access to six study rooms for individual or group study on a first-come-first-served basis.

## **Circulation Services**

Circulation Contact Information

Phone: 923-7641

[circdesk@marianuniversity.edu](mailto:circdesk@marianuniversity.edu)

A Marian University ID card is required to check out materials. Fines are levied on overdue materials.

- Fines accumulate at \$0.25 per day for books, CDs, and DVDs following a 3-day grace period.
- Items placed on reserve for a class accumulate fines at \$.01 per minute. There is no grace period.
- No fines are assessed for days the library is closed.
- Maximum fine per item is \$16.
- Library users are responsible for the replacement cost of lost or damaged items.
- Students with lost items or excessive fines may have their diplomas and transcripts held until the materials are returned and/or the fines are paid.

To renew items:

- Renew online: [sabrecat.marianuniversity.edu](http://sabrecat.marianuniversity.edu)
- Contact the Circulation Desk in person, by phone at 923-7641, by email at [circdesk@marianuniversity.edu](mailto:circdesk@marianuniversity.edu), or with chat from the Library webpage.

## **Reserve Materials**

Marian University faculty may place items such as textbooks or DVDs on reserve so that they may be shared by an entire class. Reserve items are held at the circulation desk, have shorter loan periods, and often may only be used within the library. A Marian University ID is required to check out reserve items.

## **Interlibrary Loan**

Marian University students may request items not owned by the Cardinal Meyer Library. There is no charge for borrowing books, DVDs, CDs, and periodical articles obtained from other libraries. The loan period is determined by the lending library. Fines/replacement costs for overdue/lost items, levied by the lending library, are the student's responsibility. Materials take on average 3–7 days to arrive.

## **Reference Services**

For on-campus help with research and information needs, stop by the Reference Desk. For assistance from off-campus:

- Phone: 923-8096
- Submit the "Ask a Reference Librarian" form found on the library web page.
- Email a reference librarian at **refdesk@marianuniversity.edu**.
- Start a library chat session from the Library's webpage at **www.marianuniversity.edu/library**
- Instant Message or start a Skype video call through Office 365 Mail (click on the "S" icon) or open the Skype for Business application. Contact **refdesk@marianuniversity.edu** or an individual librarian.

## **Off-Campus Access**

To access electronic resources from off-campus, a Marian University ID is required. \*\* You will be prompted to enter the following information:

<b>Prompt</b>	<b>Description</b>	<b>Example</b>
Name	First and Last	John Smith
Barcode	14 digit number on the back of your Marian ID	21936000111111 (NO SPACES)
PIN	Self-Assigned personal ID (any combination of at least 4 characters)	TMP75

*\*\*The Library and IT are updating the login process so that only the Marian username and password will be required.*

## **Cell Phone Policy**

To maintain an atmosphere conducive to studying and learning, cell phone use is not permitted in the library. Cell phones should be turned off or set to vibrate or silent mode. Calls should be answered outside of the library.

## **Fax Policy**

Library staff will fax materials for students at a cost of \$1 per page. Students may receive materials faxed to the following number at no charge: 923-7154. All students can pick up faxes in the library.

## **Food and Beverage Policy**

The Library allows drinks in non-spill containers and food as long as they do not disturb other library users or damage the library itself.

- Food is not permitted near computers and equipment.
- Food and meals may not be delivered to the Library unless part of a scheduled event.

- Messy, noisy or strong-smelling food is not permitted.
- Any spills or crumbs must be promptly cleaned up. Ask the library staff if cleaning supplies are needed.
- All packaging or trash must be disposed of properly.

*\*The Library reserves the right to ban food and drinks if this policy is abused or disrupts library services.*

## **Lockers**

Lockers are available for commuter students on a first-come, first-serve basis. Lockers, located in the Commuter Lounge on the first floor of the Administration Building, may be rented for a \$5 per semester rental fee from the Business Office. Email [obs@marianuniversity.edu](mailto:obs@marianuniversity.edu) or call 923-8551 for more information. The University is not responsible for lost or stolen items.

## **Lost and Found**

Lost and found items should be reported or turned in to One-Stop.

## **Maintenance Requests**

Maintenance request forms are available in the Campus Services Office located in the Maintenance Building. Maintenance requests can also be submitted via phone at 923-8787 or email at [campusservices@marianuniversity.edu](mailto:campusservices@marianuniversity.edu).

## **MyMarian**

General information for the University community is posted on MyMarian. To submit an announcement or event, contact the Office of Student Life, Student Senate, or a student organization adviser.

## **One-Stop**

One-Stop is located in the lobby of the Administration Building. This area is intended to serve as a central location to meet the needs of members of the University community. At One-Stop, students may request forms for various activities; register a guest; file maintenance requests; seek assistance with safety and security matters; ask directions; and seek information regarding campus activities.

## **Parking**

When bringing a vehicle to the Marian campus, all laws imposed by the State of Wisconsin and the City of Fond du Lac, as well as policies enacted by the University to regulate traffic and parking, must be obeyed. Marian University is empowered to enforce these laws and policies and levy fines for infractions. Marian University reserves the right to have illegally parked cars towed at the owner's expense. Parking policies at Marian University are subject to change at



the discretion of the administration of the University, city ordinance, or state law. Every motor vehicle (*except motorcycles and scooters*) parked in a Marian University parking lot must display a current Marian University vehicle registration permit sticker. The permit sticker must be placed on the lower right corner of the passenger's side of the windshield. Students may purchase an annual parking permit through the parking portal on the Campus Safety and Security page on [my.marianuniversity.edu](http://my.marianuniversity.edu) for a cost of \$60. This permit is valid only for the academic year in which it is purchased. Parking permits are non-refundable. If a parking permit is lost or stolen, the student will be required to purchase a new parking permit (*at the regular cost of \$60*) to continue parking on campus. Outdated parking permits must be removed from vehicles each year. Please note: purchase of a permit does not guarantee parking availability. Moreover, a permit and/or on-campus parking privileges may be revoked for continual non-compliance with policies.

On-campus parking in non-restricted areas of the campus is allowed on a first-come, first-serve basis. All parking areas, fire lanes, handicapped spaces, and other restricted areas are marked. These areas should be left open 24 hours a day, seven days a week. Resident students may park in the fire lane for unloading purposes no longer than 15 minutes and must turn on emergency flashers. The guest spaces throughout campus are reserved for non-Marian patrons only (*members of the University community are not permitted to park in these spaces*). There are limited spaces available for student parking near the Duplexes and Cedar Creek Apartments. However, not all residents in the Duplexes and Cedar Creek Apartments are assured parking spaces in that area. Available Duplex parking lots may only be used by residents of the respective Duplex. The remaining residents of the Duplexes and Cedar Creek Apartments must park their vehicle in the Courtyard, Naber Hall, Regina Hall, Stayer Center, or Townhouse parking lots.

Parking or Campus Safety personnel will ticket vehicles illegally parked on campus, and city police may issue city parking tickets for vehicles illegally parked in fire lanes and handicapped spaces. The University does not have the authority to void city-issued tickets.

Fines for parking violations are as follows:

- **No Parking Permit** — \$20 fine. The first violation will be voided if the student purchases a parking permit.
- **Improper Parking** — \$25 fine (*examples include, but are not limited to: parking in the Stayer Center and Regina Hall Guest parking area; parking on grass, sidewalks, or perimeters of parking lots or driveways; taking up two parking spaces; parking in a no-parking zone, parking in reserved parking spaces*).
- **Fire Lane/Handicapped Parking** — \$200 fine.

*\*Note: Parking violations may be appealed up to seven days after issue. Violations paid within the seven days will result in an early pay discount of \$5 off*

*violation. Failure to pay within 14 days of a violation will result in a late fee of \$10. Parking appeal forms are available on the parking portal. Any unpaid fines will be added to the student's account.*

Marian University assumes no responsibility for the vehicle or protection of any vehicle and its contents while on campus property.

## **Guest Parking Permits**

Temporary guest parking permits are available at One-Stop. *(Marian University students who are registered for classes are not classified as guests).* Guests are encouraged to obtain temporary permits that allow parking in all general parking areas of the campus. Temporary guest permits are limited to three days. Students enrolled at Marian University are limited to two (2) temporary permits per semester.

## **Parking for Trailers, U-Hauls, etc.**

Vehicles transporting trailer beds, U-Hauls, etc., are required to park in the Stayer Center parking lot along the perimeter in order to not disrupt the flow of traffic. No other parking lots on campus are large enough to accommodate these needs.

## **Snow Removal**

In the case of heavy snow during the winter, Campus Services will plow campus parking lots and clear sidewalks as quickly as possible. Notices will be sent to the University community to vacate specific lots. Failure to remove a vehicle during the notification period will result in the ticketing and/or towing of the vehicle at the owner's expense.

## **Visitor Parking**

Visitors may park in the designated parking spaces in the Stayer Center or Regina Hall parking lots.

## **Winter Parking Ordinance for the City of Fond du Lac**

It is the responsibility of each student to become familiar with the parking laws of the City of Fond du Lac. From November 15 until March 15, the Fond du Lac Police Department will enforce the winter parking ordinance daily from 8 p.m. until 8 a.m. The ordinance is based on a commonly used odd-even concept. On even calendar days, students may only park on the even address side of the street *(i.e. the south side of Division St.)*. On odd calendar days, parking is allowed only on the odd side *(i.e. the north side of Division St.)*.

## **Center for Health Professionals (CHP) Downtown Fond du Lac**

Through a partnership with the City of Fond du Lac, Marian University permits will be honored in specified spaces of the Macy Street parking ramp. These spaces are to be used for official business only. Any vehicles found to be misusing these spaces may be ticketed or towed at the owner's expense.

## **Sammy the Sabre Mascot**

Sammy the Sabre is a representative of Marian University and shall not interfere with any athletic competition or scheduled event. Additionally, students shall not engage in conduct with Sammy the Sabre that does not represent the University in a positive manner. Physical actions such as sitting on the mascot's lap or picking up the mascot are not tolerated and those in violation will be subject to judicial action.

## **School Colors**

Marian University's school colors are blue and white. Students are encouraged to dress in those colors during sporting events to demonstrate school pride.

## **Weather-Related Emergencies**

In case of a snow emergency or other hazardous weather, students will receive a ConnectEd communication system message to their email account and their text messaging service if they have one. Students may also call One-Stop or visit MyMarian (<https://my.marianuniversity.edu/Pages/ClassCancellations.aspx>) for class cancellations.

## **Voting**

Wisconsin election laws state that anyone living in the state 28 consecutive days prior to an election can register to vote the day of the election. Registration must occur 20 days prior to the election. Please verify Wisconsin voting policies and procedures at: **[www.gab.wi.gov/voters](http://www.gab.wi.gov/voters)**.

# Student Senate

The Student Senate serves as the governing body of students and their representative voice in University governance. The Executive Officers are liaisons between students and University personnel and a means to positively impact the Marian community. Meetings are open to all students to voice their opinion. The Student Senate office is located in the Hornung Student Center and can be reached at [studentsenate@marianuniversity.edu](mailto:studentsenate@marianuniversity.edu). Student Senate also is an advocate for student organizations. Current student organizations include: Alpha Xi Delta, Art Club, Black Student Union, Business Club, Campus Ministry, Criminal Justice Club, Environmental Club, Forensic Science Association, Kappa Beta Gamma, Marian Communication Association, Marian Student Education Association, Marian University Student Nursing Association, Pre-Health Professionals, Psychology Club, Student Human Resource Management organization, Sigma Tau Delta, Science and Math Association, SPECTRUM, Student Social Work Association, Student Veterans Organization, Theta Phi Alpha. If you do not see a topic that is represented in the previous list, contact a Student Senate Officer and they will be able to assist you in completing paperwork for a new organization to be formed. Student Senate also provides funding to all recognized organizations as well as anyone who wishes to plan an event through the Sponsorship and Weekend Activity Funds. Please contact a Student Senate Executive Board member in order to find out more information on forming and joining an organization, planning a campus-wide event, and getting involved in Student Senate.

## Recognized Student Organizations

### ***Art Club***

A club open to everyone. They are focused on creative expression and fun. Meetings are held weekly and always include awesome art activities.

### ***Business Club***

The Business Club is open to all students and is of particular interest to students with a major or minor in accounting, economics, finance, management, marketing, or sport and recreation management. The club's mission is to bring in leaders to educate students in business practices. This provides members with a fun learning experience outside of the classroom. The Business Club provides speakers on campus, field trips, student activities, and fundraisers throughout the academic year to help students learn more about the field of business.

### ***Campus Ministry Club***

Campus Ministry Club is a student-led organization. It provides a center of hospitality and is a great place to meet students who share common values. Students gather weekly for meetings as well as to share faith and a meal. Bible study is held weekly and is open to anyone. Campus Ministry Club provides opportunities for service, training for future church leaders, and participation in an alternative spring break mission trip.

### ***Criminal Justice (CJ) Club***

The Criminal Justice Club is devoted to the furtherance of professionalism in the field of criminal justice. This organization is open to all members of the Marian University community, and it is not limited to criminal justice majors. The CJ Club strives to educate through training activities and networking opportunities that assist in résumé building. The CJ Club is active in the Marian community, as well as Fond du Lac and surrounding areas, where members volunteer and participate in various activities.

### ***Environmental Club***

The Environmental Club serves the Marian community through a variety of volunteer work, fosters an atmosphere for learning about environmental issues, and promotes social justice by restoring and protecting the environment. All students are welcome to join and participate in activities that are both fun and rewarding.

### ***Forensic Science Association***

The purpose of the Forensic Science Association is to advance the field of forensic science, develop a greater sense of community, promote understanding, and stimulate academic achievement and excellence. Membership is open to all students — not just forensic science majors. The association strives to inform members of current issues in the field as well as provide information and inspiration for members to pursue forensic related activities. Members are inspired to serve the community through participation in specialized charitable community service events that educate children and the general public about the field of forensic science.

### ***Giving Soles***

The Giving Soles began with a student with the desire to start a running/walking group to get people active. This group grew into a larger plan with a goal of raising money through these runs to donate to a local family. Anyone interested in running/walking is encouraged to donate \$1 per run but any amount is appreciated.

### ***Marian Communication Association (MCA)***

The Marian Communication Association is a constituent of the National Communication Association (NCA), and is open to students of all majors. The organization recognizes and supports all aspects of communication: journalism, organizational communication, public/professional communication, and public relations. The ultimate goal of MCA is to provide its members with fun experiences, new friends, and hands-on experience in the corporate sector of communication. Activities include bi-monthly meetings, various guest speakers, community and college service projects, fundraising, field trips, and attendance at the annual NCA conference.

### ***Marian Student Education Association (MSEA)***

All education majors are encouraged to join the Marian Student Education Association. Affiliated with national, state, and local education associations, MSEA provides many opportunities to interact with educational programs, work with children, and come to understand the education system. The goals of MSEA are: (1) to influence the conditions under which prospective

teachers are prepared, thus promoting maximum professional competence; (2) to examine the present and future conditions that confront students preparing to teach; (3) to develop an understanding and appreciation for the education profession; (4) to stimulate the highest ideals of professional ethics, standards, attitudes, and training; and (5) to provide a national, state, and local voice in education for students enrolled in educational programs. Professional activities include conferences and workshops, speakers, tutoring opportunities, and participation in observing American Education Week.

### ***Marian University Student Nurses Association (MUSNA)***

The Marian University Student Nurses Association is a local constituent of the Wisconsin Student Nurses Association and the National Student Nurses Association. The goals of MUSNA are: (1) to explore and develop a greater understanding of the nursing profession; (2) to promote the personal and professional development of nursing students; and (3) to provide service to others in the Marian and surrounding communities. Activities include monthly meetings with various guest speakers relating to health care professions, community and University service projects, fundraising, and attending student nurse conventions on the state and national levels.

### ***Pre-Health Professionals Club***

The Pre-Health Professionals Club is intended for those students interested in pursuing post baccalaureate education in the healthcare fields, such as dentistry, medicine, physical therapy, and veterinarian medicine. The purpose of this organization is to assist pre-health students by developing skills and knowledge in their fields of interest. This is done through inviting guest speakers to campus; sponsoring webinars; organizing trips to visit schools; providing information on admissions tests, admissions requirements, pre-requisites, and personal statements; arranging community service events; and any other endeavor necessitated by club members.

### ***Psychology Club***

Psychology Club is an informal gathering of free thinkers who discuss everything from music lyrics and movies to the nature of existence, all while having a great time! Members are involved in campus and community activities related to the field of psychology. Psychology Club is open to anyone with an interest in psychology.

### ***Science and Math Association (SMA)***

The Science and Math Association is open to all students. SMA provides a positive and welcoming attitude, enthusiasm for Marian and on-campus activities, and desire to better its community. Annual events include Road America's Run/Walk for the American Cancer Society, highway cleanup, SMSA Science Day, Pi Day and Mole Day bake sales, and Freezin' for a Reason at Polar Plunge for Special Olympics Wisconsin.

### ***SPECTRUM***

SPECTRUM provides the campus with opportunities to explore the lives and viewpoints of people of all sexual orientations and gender identities. SPECTRUM hosts events supporting awareness and acceptance, dedicated

to adding a new aspect of diversity to Marian University and the community in which it resides. SPECTRUM seeks to educate as well as provide support for the students at Marian.

### ***Society for Human Resource Management (SHRM)***

The Fond du Lac Area Student Society for Human Resource Management chapter is open to all students, but is directed toward students with a major in management or human resource management. Advantages of joining the student chapter of SHRM include professional resources and development, publications, research information, scholarships, networking with HR professionals, keeping updated on current legal changes in the profession, résumé builder, mentorship programs, professional dinners, community service opportunities, and conferences. The chapter is sponsored by the Fond du Lac Area Human Resource Association.

### ***Student Social Work Association (SSWA)***

The Student Social Work Association was organized to afford students a forum in which they (1) exercise their right to organize and discuss their own interests concerning academic and student life within the social work program; (2) participate in the formulation of policies affecting academic and student life with the program; (3) enhance social justice through promotion of people helping people on campus and in the community; and (4) provide mutual support for one another.

### ***Student Veteran's Organization (SVO)***

The Student Veteran's Organization is open to student veterans, current service members, and families seeking higher education. SVO strives to assist students in their transition from the military to college life.

## **Greek Letter Organizations**

Greek Life is a fun-loving group who is highly involved on campus, in the community, and in their academic pursuits. Those who have joined Greek Life leave Marian with a wealth of knowledge and experience that will help them in the future goals.

Greek Life at Marian consists of the sororities of Alpha Xi Delta, Kappa Beta Gamma, and Theta Phi Alpha. Currently there are no men's fraternities on campus, but are eager to expand in that direction in the near future.

Members of Greek Life participate in many activities throughout the year. Each organization has philanthropy they support, complete many service projects, and network with their alumni and members of the community each year. Members of Greek Life are leaders in building school spirit. Each year, they will host school-wide socials, they can be seen partaking in campus events, and building ways to bond with the other Greek organizations. In addition, members are involved in many things outside of their Greek organization including employment, internships, athletics, student organizations, family and spiritual commitments.

### ***Panhellenic Council***

The Panhellenic Council is the governing body of all sororities at Marian University. Each year the council collectively sets goals that assist in overseeing and improving sorority life. Each executive officer remains unbiased and always has the best interest of the Greek system at the forefront of her goals. The council abides by the Unanimous Agreements as written by the National Panhellenic Council in order to create a more unified and fair sorority system. Meetings are held twice per month and new officers are in place every spring semester via a rotation process. One delegate from each sorority represents her organization at the meetings and takes back the information discussed. The Panhellenic Council is instrumental in overseeing recruitment (both informal and formal) in addition to Greek Week, judicial proceedings, and community service.

### ***Alpha Xi Delta***

Established at Marian University in 1995, Alpha Xi Delta is the oldest women's fraternal organization on campus. Alpha Xi Delta is a progressive organization dedicated to the personal growth of women. Throughout Alpha Xi Delta's long and proud history, it continues to enrich the lives of women throughout the world by emphasizing the ideals instilled by the Founders: sisterhood, leadership, knowledge, and service to the community. Through membership in Alpha Xi Delta, the bold and talented sisters are inspired to realize their potential. In April of 2009, Alpha Xi Delta became a philanthropic partner with Autism Speaks. The women of Alpha Xi Delta support this partnership through Mr. Marian, Trick-or-Treating for Autism Speaks, Walk Now for Autism Speaks, and by volunteering with the Children's Museum of Fond du Lac.

### ***Kappa Beta Gamma***

Kappa Beta Gamma, a national social sorority, was established at Marian University in the fall of 1996. The purpose of the sorority is to unite members on strong foundations of love and faith; improve its members morally, socially, and intellectually; and to aspire to a strong sisterhood of women united through service. The sisters of Kappa Beta Gamma are involved in several community philanthropies including Adopt-A-Highway and Salvation Army. Kappa Beta Gamma is nationally involved with the American Foundation for Suicide Prevention and National AIDS Foundation. Kappa Beta Gamma sponsors events such as the Fond du Lac Out of the Darkness Community Walk for Suicide Awareness and is involved in many campus events, including Marian's Annual Christmas Celebration.

### ***Theta Phi Alpha***

Theta Phi Alpha, a national Panhellenic social sorority, was established at Marian University in April 1997. The sisters of Theta Phi Alpha strive to uphold the sorority mission statement: "to provide close comradeship; to advance education, social, and philanthropic interests and leadership training; to encourage spiritual development and adherence to the highest moral standards; and to promote lifelong bonds of friendship." The national philanthropies focus on the homeless in the United States. Locally, the



chapter is committed to service with several organizations, including the Solutions Center, a shelter for homeless families and women suffering from domestic violence.

## **Honorary Societies**

### ***Delta Epsilon Sigma***

Delta Epsilon Sigma is a national scholastic honor society comprised of students, faculty, staff, and alumni. It was founded in 1939 to recognize academic accomplishments; foster scholarly activities, community involvement, and service learning; and encourage a sense of intellectual achievement among its members. National recognition is accorded through the local chapter, Delta Tau. Students with a minimum cumulative grade point average of 3.5 are eligible for membership. The society sponsors an annual National Student Award, undergraduate award, fellowship, and writing competition award. Students are eligible after their sophomore year.

### ***Kappa Delta Pi***

Kappa Delta Pi, International Honor Society in Education, is dedicated to scholarship and excellence in education. The Society is a community of scholars dedicated to worthy ideals: "We recognize scholarship and excellence in education. We promote the development and dissemination of worthy educational ideas and practices. We enhance the continuous growth and leadership of our diverse membership. We foster inquiry and reflection on significant educational issues and we maintain a high degree of professional fellowship." Marian University's Alpha Delta Theta chapter lives by the Kappa Delta Pi motto: "So to teach, so to serve, so to live."

### ***Lambda Pi Eta***

The communication department at Marian University is affiliated with the National Communication Association Honor Society of Lambda Pi Eta and is under the charter of the Mu Mu Chapter. Lambda Pi Eta recognizes, fosters, and rewards outstanding scholastic achievement in communication studies; stimulates interest in the field of communication; promotes and encourages professional development among communication majors; provides an opportunity to discuss and exchange ideas in the field of communication; establishes and maintains close relationships between faculty and students; and explores options for graduate education in communication studies. In order to be eligible for the honor society, students must meet the following requirements: earn at least 60 university credits, earn at least 12 credits of communication courses, hold a 3.0 overall GPA, and hold a 3.25 GPA in communication coursework.

### ***Phi Alpha***

The purposes of the Phi Alpha honor society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship as a social work major, achieved sophomore status, completed nine semester hours of required social work courses, achieved an overall grade point average of 3.0, and a 3.25 GPA in required social work courses.

### ***Pi Gamma Mu***

Pi Gamma Mu, International Honor Society in Social Sciences, recognizes academic achievements and offers enrichment opportunities through service projects, publications, scholarships, and lectureship grants. Students interested in becoming members must meet the following criteria: minimum 3.0 GPA, completion of 20 semester hours in social science courses, and placement in the upper 35 percent of their class. University personnel are also welcome to accept the privileges and responsibilities of membership.

### ***Sigma Beta Delta***

Sigma Beta Delta is an honor society for students who are pursuing a baccalaureate degree in business, management, or business administration. The Society recognizes the principles of wisdom, honor, and the pursuit of meaningful aspirations as important for academic success. Additionally, they serve as guidelines that lead to a fulfilling personal and professional life — one distinguished by honorable service to humanity. To be eligible for national recognition and lifetime membership, students must rank in the upper 20 percent of their class following the completion of at least one-half of the degree program in which they are enrolled.

### ***Sigma Tau Delta***

Sigma Tau Delta provides English majors an opportunity to interact with others in their major for enjoyment, increased intellectual and aesthetic awareness, and a better overall sense of their discipline's career opportunities. Sigma Tau Delta offers information, publishing opportunities, and organized events and activities that students can use to fully realize their potential as English majors.

### ***Theta Alpha Kappa***

The purpose of the Theta Alpha Kappa Honor Society is to honor those who have shown excellence and promise of continued growth in the discipline of theology. The Society aims to advance this discipline by encouraging research, good teaching, publication, and an intellectual and social exchange among students, teachers, and writers in this field. Students interested in becoming members must meet the following criteria: complete at least three semesters in good standing, complete a minimum of twelve semester credits in theological studies, minimum 3.5 GPA in theology coursework, a minimum overall GPA of 3.0, and be ranked in the upper 35% of their class in general scholarship.

## **Publication**

### ***The Sabre Voice***

The Sabre Voice is the Marian University community's online news source, available at: [www.marianuniversitysabre.com](http://www.marianuniversitysabre.com). The Sabre Voice provides a forum for student discussion and news reporting in a wide variety of areas, ranging from Marian and the local community to national and international issues. Students can participate as writers, illustrators, editors, marketers, and Web designers. All students are invited to contribute. For more information or to learn how to become a part of the staff, contact The Sabre Voice at [thesabre@marianuniversity.edu](mailto:thesabre@marianuniversity.edu)

## **Departmental Organizations**

### ***Marian Activities Committee (MAC)***

MAC is a group of dedicated students who selects, plans, promotes, and produces campus events for Marian. Homecoming, Family Weekend, Marian's Got Talent, musicians, comedians, inflatables, Freak Week, Christmas Celebration, Zumba, bingo... the list goes on and on! This student organization has 7 committees including: entertainment, campus traditions, special events, wellness, explorations, social justice, and variety along with the Executive Chair, and the Vice Executive Chairs of Public Relations and Advertising and so there is something for everyone! MAC is open to all students, so come and join us during our bi-weekly meetings and help plan new and exciting initiatives for all members of our community to enjoy, learn, and engage.

### ***Residence Hall Association***

The Marian Residence Halls Association (RHA) is the on-campus student governance organization, which represents and serves the needs of on-campus residents. This is done by assisting the Department of Residence Life with programs and helping in creating a positive on-campus community.

### ***Student–Athlete Advisory Committee (SAAC)***

The Student–Athlete Advisory Committee is comprised of student-athletes and is assembled to provide insight on the student–athlete experience. SAAC also offers input on policies that affect student–athletes' lives on NCAA member institution campuses. The mission of SAAC is to enhance the total student–athlete experience by promoting opportunity for all student–athletes, protecting student–athlete welfare, and fostering a positive student–athlete image while maintaining the tenets of the Division III philosophy.

### ***TRIO-Student Support Services (SSS) Student Organization***

The Student Support Services Organization is a community that empowers students to build long-lasting relationships. We are dedicated to exposing students to different cultural experiences and activities. We, as the student body of the Student Support Services program, are here to create awareness, build leadership skills, and empower those around us. We are here not only to be inspired, but to be inspiring to others as well.

# Policies & Procedures

Marian University provides services to its students in accordance with a code of conduct, which supports behaviors inherent in the Marian University Mission Statement, Core Values, and Human Dignity Statement described in this handbook. Appreciation of diversity, respect for human dignity, and an awareness of the effects of social injustice are the cornerstones of this code of conduct deeply rooted in the Judeo-Christian tradition. Marian University reserves the right to alter any policies or procedures found in this handbook providing they further advance the development and safety of the general University community and its Mission. University officials will communicate changes to the University community within a timely manner. Members of the University community have a responsibility to themselves and to the institution to report violations of University policies and Student Code of Conduct.

## **Administrative Structure**

The Office of Student Life reports to the Vice President for Student Life. The Dean of Student Life is the administrative officer who has the overall authority and responsibility to supervise the student conduct process and procedures. The Dean of Student Life and the professional Student Life staff have the responsibility to counsel, guide, assist, and determine the discipline for students who have violated the established policies or the student code of conduct of the University in their respective areas. The Dean of Student Life has the delegated authority to decide how a case may be resolved. This decision will be made by weighing the best interests of the University and the individuals involved.

Hearing procedures may be revised to protect the physical or psychological needs of the students or to address a significant institutional issue quickly.

## **Due Process**

All students are guaranteed due process. At Marian University this means all students have the right to know the accusations made against them and to respond to those charges verbally or in writing. Due process is managed through our administrative structure and facilitated through our student conduct processes and protocols.

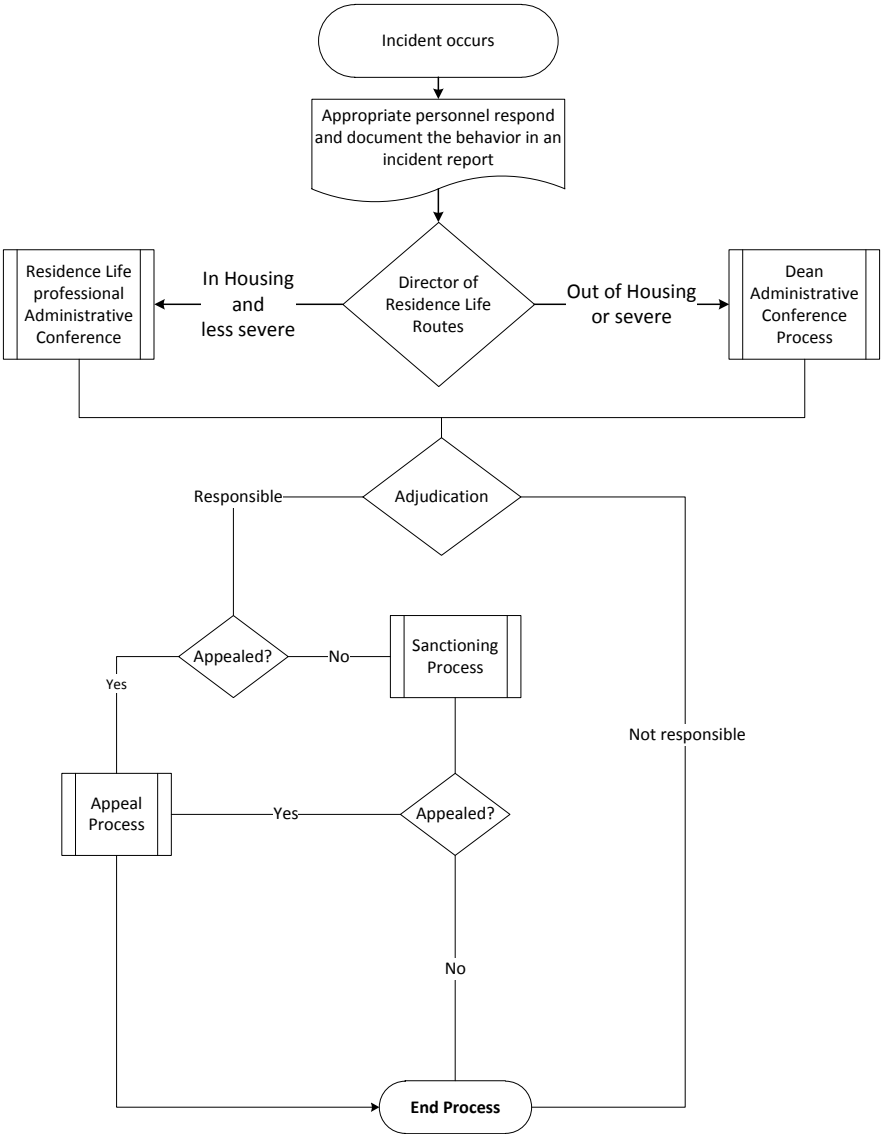
## **Student Conduct**

The purpose of student conduct programs is to provide an educational and developmental response to behavioral concerns and violations of the student code of conduct through embracing the core values and mission of Marian University. Student conduct programs act to affirm each individual's learning and development through the process while validating the safety and learning environment of the Marian community.

Marian University realizes that formal disciplinary action plays a secondary role to sound counseling and guidance. It does, however, become necessary at times to hold students accountable for behavior that is in violation of University policies. The University also realizes that the student conduct process may be necessary to determine personal, communal, and institutional rights, as well as to vindicate or apply sanctions for violations of these rights. If at any time, however, the University believes the protection of rights would be better served through mediation or reconciliation, it will employ such services. In all student conduct proceedings, the University subscribes to the principle of fundamental fairness, which signifies a concept of fairness underlying the student conduct process and its operation. University hearing procedures are not legal proceedings. Formal policies and procedures of evidence and other judicial requirements do not apply. Instead, institutional administrative processes are used to address and resolve issues that arise.

## **Student Conduct Review Processes**

In most situations (*exceptions noted above in the Administrative Structure description*), if a student violates a University policy, a case will be addressed by an administrative hearing. The levels of offense and type of hearing may lead the Dean of Student Life (*or designee*) to choose another method of resolving the conflict.



## **Administrative Conferences**

All processes begin with a conference. The administrator will review the charges and confirm that the student is familiar with the conduct review process. This includes ensuring the student has access to the student code of conduct, the sanctions possible, and the appeal process. The student will be asked to sign documentation indicating his/her awareness of all these processes. Finally, the administrator will ask if the student wishes to have the case heard through administrative hearing immediately or if they would like to schedule another time for the hearing itself.

### ***Administrative Hearing***

The Director of Residence Life, Residence Hall Directors, and Dean of Student Life are designated administrative hearing officers (*others may be appointed by the Dean of Student Life*). A student has the opportunity to bring witnesses forward to an administrative hearing. However, this will require the hearing to be scheduled for a later date and time from the administrative conference. The hearing will be scheduled once and witness attendance is the responsibility of the student whose case is being heard. A witness failing to attend after agreeing to a hearing time and place is not automatically grounds for postponing or concluding the hearing process. The Dean of Student Life shall determine if rescheduling a hearing based on witness attendance is justified.

During the hearing, the administrator reads the report alleging the policy violation to the student and then asks for the student's response to the report and his or her narrative of the incident. The hearing officer will ask questions to clarify both the report and the student's narrative. The student will be asked if s/he has any other questions and then conclude the hearing. After the student has been heard, witnesses may be brought in. The report will also be read to each witness separately. The witness will also be questioned by the hearing officer. After all witnesses have been heard, the hearing will conclude.

The administrator has three (3) academic days to make a determination on whether the student is responsible for violating a code of conduct policy and if so, an appropriate sanction. All hearing officers use a "preponderance of evidence" standard. This means the evidence available must indicate that a violation "more likely than not" occurred and/or that the student respondent was responsible for violating that policy. The administrator will send a formal email message with the finding and sanctions, if applicable, including when the sanction is to be completed.

### ***Sanctions***

The purpose of sanctions is to help the student positively change his/her behavior. Sanctions also protect the institution and its members from further problems and assist in determining restitution when appropriate.

1. **Warning** — Disciplinary warning is an official acknowledgement that policies have been violated. Warnings typically are imposed for one year or less and do not include educational sanctions or community service. Future violations during the warning period may result in an increased sanction.
2. **Conduct requirements** — Terms of warning or probation may include the following:
  - Educational project — writing an essay, attending and/or presenting a workshop to a group of students, etc., with specific instructions to be included in the sanction letter.
  - Work or service project — assignments or tasks to be carried out for a specified period of time.
  - Professional Consultation — a meeting or series of meetings with a professional counselor.
  - Loss of housing priority — of room and/or residence facility for the following semester or year.
  - Residence relocation — moving a resident student to a different location on campus.
3. **Restitution** — In cases of damage, destruction, defacement, theft, or unauthorized use of property, restitution to the University or an individual may be required. This may include reasonable administrative costs and may be in addition to other sanctions. Restitution may also include medical bills not covered by insurance.
4. **Revocation of privileges** — Loss of student rights and privileges, such as the right to participate in co-curricular activities.
5. **Probation** — A serious response to a policy violation, usually imposed for a specified period of time such as one semester or one academic year. It may include educational sanctions, community service, removal from housing, or loss of privileges.
6. **Loss of contact** — May be imposed when a student is found responsible for such violations as harassment, assault, or sexual misconduct. Students who receive this sanction may not initiate contact with a particular person(s) in person, by telephone, email, in writing, by friends on his/her behalf, or by any other means, anywhere on campus. This sanction is usually imposed for the duration of enrollment of the student found responsible.
7. **Removal from residence facilities** — Disciplinary removal is a decision to remove a student from University owned residence facilities on a temporary or permanent basis. This action is taken in response to repeat and/or serious violations against the individual rights of other students and/or violations of the University policies.
8. **Suspension** — Students may be denied from registering for classes or have their registration canceled. Suspended students may apply for re-admission after fulfillment of prescribed requirements. Students who have been suspended may not be on the campus without the specific permission of the Dean of Student Life.



9. **Loss of visitation privileges** — May be imposed for serious violations, repeat violations, or when there is a victim involved and restricting access to certain buildings or areas of the University is necessary. The length of time and detail for loss of visitation is determined at the discretion of the hearing officer and based on the severity of the situation.
10. **Expulsion** — For offenses requiring severe disciplinary action, the sanction of expulsion may be imposed. Expulsion is permanent separation from the University.
11. **Referral to legal authority** — The University reserves the right to report, at any time, any violations of state and federal law to legal authorities.

### **Appeal Process**

A student wishing to appeal a decision made against them may submit an Intent to Appeal Form within one (1) academic day of receipt of a finding to the Office of Student Life. The student must submit a written statement that includes the student's rationale for the appeal, which needs to be based on one or more of the following:

1. There was a procedural error.
2. New information not available at the time of the hearing now exists.
3. The sanction is too severe for the violation.

Appeals will be made to the Vice President for Student Life. The Vice President's decisions are final. The Vice President will first consider the grounds for appeal. If those are valid, the Vice President may review the hearing notes and/or recording (*if present*). The time period for the investigation and appeals process may be adjusted to allow response in circumstances such as the end of the semester, a vacation period, or a potentially dangerous situation. The Dean of Student Life, the Vice President for Student Life, or the President has the right to suspend a student immediately (*see the Temporary Suspension policy*), pending the conclusion of the student conduct process.

### **Student Organization Conduct Procedures**

Student organizations are expected to comply with University policies. If members or representatives of a student organization violate these policies, disciplinary action can be taken against the group as a whole, its officers, or individual members. The following are examples of consequences that may be imposed if a student group or organization is found responsible for violations of the code of conduct:

1. Any of the actions listed under the section Sanctions of the Student Handbook.
2. Written or verbal notification to national organization representatives, officers, or advisers.
3. **Loss of privileges** — Members of the organization are prohibited from attending or participating in community activities/programs.
4. **Social probation** — Probationary status for a specified period of time during which the organization is restricted from participating in social

functions with individuals of other student organizations outside its own membership including, but not limited to, social events or formals.

5. **Probation** — Probationary status for a specified period of time during which the organization will be required to fulfill specific conditions before reinstatement to good standing with the University.
6. **Suspension** — Separation from the University for a specified period of time. Involves loss of all rights and privileges of the student organization and includes probationary status for one year following completion of suspension.
7. **Termination** — The most serious disciplinary action for a student organization. It involves permanent separation of the organization from the University.

Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding an appropriate disciplinary action.

### **Student Organization Hearing**

A student organization hearing is conducted when there is a violation of University policies or the during an organization event, in any situation sponsored or endorsed by the organization, or at any event that an observer would associate with the organization. The Student Organization Hearing Board reviews all evidence and decides responsibility or non-responsibility of the organization. If there is a decision of responsibility, the Board assigns a disciplinary action for the organization and/or individual member(s) as appropriate. A student organization hearing differs from a student conduct hearing in that:

- The organization's adviser is invited to attend the hearing.
- The organization's President and executive officers typically serve as official representatives of the organization at the hearing, although additional officers and/or members may be invited to attend.
- The organization may be asked to submit a written statement about the incident and its members' involvement that may be used during the hearing.

The Student Organization Hearing Board consists of:

- Dean of Student Life (*ex officio without vote*)
- Student Senate faculty representative
- Student Senate adviser
- Two student Senators

# University Policies and Code of Conduct

The University has policies in place to promote a healthy, safe, and educationally sound environment for students, staff, faculty, and to prevent property damage or harm to persons. The policies and behavior expectations are based on Judeo-Christian ethics and respect for the dignity of all humans.

## **Policies**

University policies are written to ensure that the institution is serving students according to its mission and values. They also help clarify for students how they expect to be treated in various situations and how they should expect to interact with faculty and staff and how they may utilize university facilities and resources.

### **Academic Honesty**

Please refer to the Academic Bulletin for the description of this policy.

### **Amnesty and Exemption**

In the case where a student (*complainant*) is reporting an instance of harassment, violence, or abuse, the complainant will be granted amnesty from being held accountable for violations of the alcohol or drug policies.

### **Bulletin Boards**

All posters, signs, and banners must be stamped for approval in the Office of Student Life. Banners must be pre-approved by the Office of Student Life prior to construction. Only one sign may be posted per event per bulletin board. Classified advertisements (*i.e. for sale, for rent, off-campus employment*) are allowed only on the board labeled "Misc. Postings" located to the left of the first floor elevator in the Administration Building. Posters and signs may not be placed on elevators, walls, doors, or windows. Each individual or organization is responsible for removing their respective posters or signs after the event. Posters or signs are allowed only at the following locations:

- Administration Building
- First floor, across from the elevator
- Second floor, right of the elevator and cork strips in hallway
- Third floor, cork strips in hallway
- Sadoff Science Hall
- West entrance and east entrance
- First floor, left of room 101
- Second floor, left of elevator
- Todd Wehr Alumni Center — entrance

- Hornung Student Center — left of the Dining Room. The pillar bulletin boards are reserved for use by recognized clubs and organizations and are managed by the Student Senate executive board. More information on how to post on these bulletin boards
- Residence Facilities — place 45 copies in campus box 39 with a note requesting flyers to be distributed in residence facilities.

### **Student Complaints**

The Student Complaint policy is an institution-wide, policy and procedure for addressing, tracking and evaluating student complaints. It is not meant to override current procedures in place for consumer complaints, academic appeals, disciplinary procedures or school-specific procedures. Students are encouraged to address their complaints informally and directly with the individuals with whom they have concerns before taking any formal actions as defined here. Complaints may be under this policy regarding a concern, problem, or issue other than a disciplinary issue. They can be academic complaints, such as, but not limited to: discrimination toward the student in the classroom by a faculty member; failure of a faculty member to adhere to university policies regarding examinations or class conduct; or capricious or unreasonable arbitrary action by a faculty member that adversely affects the student's performance. Complaints may also be brought by a student about non-academic concerns such as, but not limited to, discrimination or an alleged infringement of rights or sensibilities of a student by a university employee, fellow student, or student organization. Finally, complaints can be made against fellow students, faculty, or staff alleging sexual harassment or sexual misconduct. See the university policy on sexual misconduct or harassment for more information. See also the university policy on Discrimination, Harassment, and Retaliation. This policy can be found on Marian University's website at [https://my.marianuniversity.edu/engagement/SRR/Documents/TitleIX\\_POLICY\\_AGAINST\\_DISCRIMINATION.pdf](https://my.marianuniversity.edu/engagement/SRR/Documents/TitleIX_POLICY_AGAINST_DISCRIMINATION.pdf)

### **Dorcas Chapel Guidelines**

While Dorcas Chapel is a space where Roman Catholics regularly gather to celebrate Mass, all members of the Marian University community are invited to utilize the chapel for personal reflection and prayer. A piano is available for students who desire a prayerful place to practice. Please contact the Director of Campus Ministry for additional information about weddings or other celebrations to be held in Dorcas Chapel.

### **Email**

University personnel communicate with students through their Marian University email account only. Use of third party email accounts such as Gmail, Hotmail, or Yahoo! for academic purposes is not acceptable. Students must check their Marian email for class assignments and important University notices. In addition to the ability to send and receive electronic mail, this email account provides complete access to the internet and University network. Marian student email is accessible from any computer connected to the internet. All students receive a free Marian University email account, which is active throughout the

student's enrollment at Marian University and as an alumnus. Email accounts are deactivated immediately upon a student's withdrawal from the University. Any student who did not receive an email account at SOAR (*Student Orientation and Academic Registration*) should notify the Office of Information Technology.

### **Missing Student**

In compliance with the Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008) Missing Student Notification Policy and Procedures, it is the policy of the Office of Student Life to actively investigate any report of a missing student who is enrolled at the University and residing in on-campus housing. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to: a report or suspicion that the missing person: may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. Upon checking into his/her assigned room, every resident student is required via the personal data card to identify the name and contact number of two individuals to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 and is not emancipated, it is required that the primary emergency contact be a custodial parent or guardian. If a family member or member of the University community has reason to believe that a student is missing, Campus Safety must be notified. Upon receiving notification, the Dean of Student Life, Coordinator of Campus Safety and Security, any Residence Life staff member, and other appropriate University personnel will make reasonable efforts to locate the student to determine his/her location and state of health and well-being. These efforts may include, but are not limited to: checking a resident's room, class attendance, friends, ID card access, locating the student's vehicle, and calling his/her reported cell phone number. As part of the investigation, the University reserves the right to connect with emergency contacts to help determine the whereabouts of the student.

If, upon investigation by the Office of Student Life, the student has been determined to be missing for at least 24 hours, a University representative will contact the student's designated emergency contact and Campus Safety will inform the appropriate law enforcement agencies within 24 hours. The investigation will continue in collaboration with law enforcement officials as appropriate.

### **Parent/Guardian Notification**

In compliance with the requirements under the Family Educational Rights and Privacy Act (FERPA), the University reserves the right to notify the parents and/or legal guardian of a student regarding the violation of policies.

## **University Events**

To foster an environment of collaboration and for all campus organizations to have equitable access to campus facilities, all organizations utilizing Marian facilities are required to submit a Facilities Reservation Form at least two weeks prior to the event.

1. Any room or space (*including the Breezeway and display cases*) may be reserved by a University-approved organization.
2. All functions where alcohol is present are restricted to a designated area. For indoor and outdoor events, a specific area must be identified where alcohol will be present for individuals of at least 21 years of age. Non-alcoholic beverages and food must be available during these events. Exceptions may be made at the discretion of the Dean of Student Life.
3. Student groups may reserve the Hornung Student Center Dining Room or other public areas for non-campus wide events that intend to serve alcohol (*i.e. floor or club parties*). These events must be registered with the Office of Student Life and require approval from the Dean of Student Life. The host is responsible for allowing only legal-age individuals to consume alcoholic beverages. Depending on size, some events may require a safety officer to be present.
4. Campus Dining is the sole distributor of alcoholic beverages on the campus for all University-sponsored functions. Kegs are not sold to individual groups unless accompanied by a food order of comparable cost. Campus Dining may, however, use discretion regarding this policy.
5. All social activities to be held in any area of the campus (*whether alcohol is or is not served*) require proper authorization from the Dean of Student Engagement. Identification of those who are of legal drinking age may require a guest list.
6. Costs for cleaning the Hornung Student Center and necessary safety and security coverage will be assumed by the sponsoring group.
7. The presence of organization advisers is required at all functions where alcohol is served. They must remain present in the location of the event for its duration.

## **Temporary Suspension**

A student may be placed on Temporary Suspension by the Dean of Student Life, Vice President for Student Life, or the President when a student's action or threat of action indicates a serious threat to the safety and welfare of persons or property. A student placed on Temporary Suspension is banned from the campus and all University events. An administrative meeting is held to review the Temporary Suspension after the necessary information is obtained.

## **Student Code of Conduct**

Marian University's Student Code of Conduct is put in place to help students choose appropriate behaviors that will aid them in succeeding in their academic and social endeavors while on campus. Students engaging in behaviors that are violations of the Marian University Code of Conduct while off-campus may be referred through the student process, should University officials become aware of the violations. Violations of the Code of Conduct are adjudicated through the Office of Student Life using the Student Conduct Procedures.

### **Alcohol**

Marian University takes a firm position against the abuse of alcohol by all students and guests, as well as the use, possession, or being in the presence of alcohol by underage students. The University will take action if an individual's behavior is inappropriate due to the illegal possession or consumption of alcohol. The University recognizes that there are legal uses of alcohol (*i.e. by individuals who are or over the age of 21*) and uses that violate University policy (*i.e. because of when or how the use occurred on campus or at University-sponsored events*). Consumption of alcohol by underage individuals on campus and in campus housing is not tolerated, may be reported to law enforcement, and will subject students who consume or provide the alcohol to conduct review and sanctioning.

1. Individuals prohibited from the consumption or possession of alcohol, as defined by Wisconsin law, cannot consume or possess alcohol while at Marian University or University-sponsored events. This restriction also applies to the individuals' guests, regardless of age, as it pertains to the presence of alcohol in the residence facilities.
2. Individuals who are under the age of 21 in the presence of alcohol will be considered in violation of the Marian University Alcohol Policy, which may include a violation of the Complicity Policy.
3. Individuals, parents, and/or members of organizations who are 21 or older must refrain from sharing, giving, purchasing, serving, or encouraging the consumption of alcohol by anyone less than 21 years of age. Those who violate this policy will be subject to the University's disciplinary proceedings and/or civil proceedings.
4. Individuals who provide alcohol or participate in functions where alcohol is served are responsible for the safety and welfare of their University peers and/or guests who are consuming alcohol.
5. Social events where alcohol is served must be served by a contracted, professional bartender.
6. Inappropriate behavior resulting from the consumption of alcohol (*i.e. public intoxication*) will result in disciplinary action against the students and/or organization.

7. Creating, offering, or engaging in drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol is prohibited. At no time should activities that encourage excessive drinking or lead to the endangerment of the individuals take place in the residence facilities or on University property.
8. Kegs or similar containers of alcohol (*including beer bongs, coolers, Rubbermaid containers, and other large volume containers*) are not permitted on campus at any time unless approved by the Dean of Student Life.
9. Bars or any bar-type structures are not permitted in any residence facility.
10. Open containers of alcohol (*including, but not limited to: bottle, can, cup, case, or box*) in public areas are strictly prohibited.

Violations of this policy will be reported to law enforcement officials and/or be handled through the Student Conduct Process.

Housing classification pertaining to alcohol:

- **WET:** A “wet” housing unit contains residents who are all 21 years of age or older.
- **DAMP:** A “damp” housing unit contains at least one resident of age 21 or older. Alcohol is allowed in the common area (*one open alcoholic beverage per individual aged 21 or older*). Individual rooms where residents are underage are considered substance-free areas.
- **DRY:** A “dry” housing unit contains residents who are all younger than 21 or who choose to live in an alcohol-free environment. Alcohol is prohibited in these designated areas.

### **Bicycles and Mopeds or other Wheeled Devices**

Bicycle or moped riding or other wheeled devices such as, but not limited to, hover boards is not permitted inside any University building. Personal bicycles may be stored in the student’s room or in the outdoor bicycle racks located throughout the campus. Bicycles or mopeds may not be kept in unauthorized storage rooms, hallways, or stairwells at any time, hover boards and other wheeled devices that do not depend on gasoline may be stored indoors provided they are not so large as to be considered a fire escape hazard. Mopeds are not permitted on University sidewalks.

### **Complicity**

Every student is encouraged to act in a way that fosters community on campus and every student shares responsibility for risk management by immediately reporting violations. A student who assists another student, individual, or group in committing or attempting to commit a policy violation shall be complicit in that violation. If a student enters a room, unit, facility, or area (*hereafter referred to as a “room”*) where a policy violation is occurring or a violation is initiated in a room in which he/she is present, the student is expected to do one or more of the following:



1. Personally confront and stop the violation, except in cases of violence.
2. Bring the violation to the awareness of University personnel.
3. Leave the scene of the violation, if not responsible for the space in which the violation is occurring.

Otherwise, by choosing to remain in the room, the student assumes responsibility for all items and behavior in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

### **Computing and Networks Acceptable Use**

Marian University's Information Technology (IT) resources are intended to support the educational, administrative, and campus life activities of the University. The use of these resources is a privilege extended to members of the Marian community who are expected to act in a responsible, ethical, and legal manner. In general, acceptable use entails behavior that respects the rights of others, does not compromise the security or integrity of IT resources, and complies with all applicable laws and license agreements. This policy applies to all users of IT resources owned or managed by Marian University. IT resources include all University owned, licensed, or managed hardware and software, as well as the University network, the means of connecting or the locale from which the connection is made. The University respects the privacy of members of its community on campus and does not routinely monitor a user's files or electronic communication. The University maintains the right to access, monitor, and disclose the contents and activity of any member's account(s) and to access any University owned technology resources and any privately owned technology resources connected to the University network. This action may be taken if the Dean of Student Life (*or designee*) determines that there is sufficient evidence to expect that the content or activity is inconsistent with the Mission and Core Values of Marian University by containing material in violation of University policy or law (*i.e. child pornography, use of copyrighted material, software used in violation of licensing agreements, harassment of any kind, theft, unauthorized access*). Students who violate the Acceptable Use Policy will be subject to suspension or revocation of computer and/or network access privileges. The full text of the Marian University Information Technology Acceptable Use Policy is available via MyMarian, in the IT section of the Offices tab.

### **Disorderly Conduct**

Students are expected to abide by a basic code of conduct respecting the rights and dignity of each individual. Fighting, harassment, intimidation, verbal or physical abuse, disruption of the academic process (*activities that occur in or out of the classroom*), and/or defamation of character (*written or verbal*) is not permitted. Safety prohibits throwing objects at or from residence facilities or at individuals with harmful intent. Any unwanted physical or verbal contact that could be construed as threatening to an employee of Marian University (*University officials or designated agents acting in the performance of their duties, including Resident Assistants and Marian University Safety Officers*) is strictly prohibited.

## **Drug Use or Abuse**

Marian University takes a firm position against the possession, use, and abuse of illegal drugs. The University will take action if an individual's behavior is inappropriate due to the possession or use of illegal drugs.

1. The illegal possession of drugs or identified paraphernalia, in accordance with state and federal laws, is strictly prohibited.
2. Any prescription drug not found in its original container with the individual's name is strictly prohibited.
3. University personnel descriptions of a student whose self or clothing carries a distinct odor of a drug (*i.e. marijuana*) may be considered evidence in a conduct hearing.
4. Violations of this policy will be reported to law enforcement officials and/or be handled through the Student Conduct Process.

## **Elevators**

Misuse, abuse, or damage to elevators is prohibited.

## **False Information**

Students may not knowingly withhold information pertinent to University policies or furnish false or misleading information to University or law enforcement officials. Other actions or behaviors noted as a violation of this policy include: possession of a false ID, using a false ID to obtain University services, using a false ID to obtain alcohol, and failure to provide identification when requested to do so by a University official.

## **Fireworks**

The use, possession, or lighting of fireworks on the Marian University campus is strictly prohibited.

## **Fountains and Creeks**

Students are prohibited from entering or tampering with the fountains and creeks on campus. A \$100 fine will be assessed for violators.

## **Gambling**

Gambling for money or other items of value is prohibited except as permitted by law.

## **Harassment**

Verbal, written, or physical conduct directed at any person or group where the offensive behavior is intimidating, annoying, hostile, or demeaning, or which could or does result in mental, emotional, or physical discomfort,

embarrassment, ridicule, or harm is strictly prohibited. Harassment directed at any person or group based on color, race, nationality, ethnicity, gender, or sexual orientation may be considered a hate crime and may be reported to the police. Marian University also affirms the definitions of discrimination and harassment as outlined by Title IX of the Higher Education Act of 1965, as amended and the protections against retaliation. Please also refer to the Amnesty and Exemption Policy listed in the University Policies when considering reporting an act of Harassment.

## ***Hazing***

Hazing of any sort is strictly prohibited. Any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of personal injury, mental distress, or personal indignity, or that requires or encourages violation of any federal, state, or local law or University policy for the purpose of initiation into, or affiliation with, any organization affiliated with Marian University is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to:

1. Any physical brutality, such as whipping, paddling, beating, branding, or calisthenics.
2. Not permitting new members to talk for extended periods of time.
3. Excessive exposure to the weather.
4. Forced consumption of any food, alcohol, drug, or other substance.
5. Forced theft of any property.
6. Any activity or situation that would subject an individual to extreme mental or physical stress, such as permitting less than six hours of continuous, uninterrupted sleep per night, or forced extended exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment, such as nudity or sexual behavior.
8. Running personal errands for others, such as driving them to class, cleaning individual rooms, or washing cars.
9. "Road trips" (dropping someone off to find their way back) or "kidnaps."
10. "Line-ups," including, but not limited to, any activity in which individuals are forced to answer questions or endure personal indignity.
11. Forcing, requiring, or encouraging the violation of any University policy or local, state, or federal law.

As part of their registration with any athletic team or student organization, all new members must read the Marian University Anti-Hazing Policy (*available in the Office of Student Life*) and are encouraged to anonymously report any incident of hazing to the Dean of Student Life or Vice President for Mission and Student Life.

All members of any athletic team or student organization at Marian University are required to uphold the principles outlined in this policy. Failure to do so will result in disciplinary action for the group and/or individual.

### **ID Cards**

The Office of Business and Finance issues University ID cards to all members of the University community. Students are required to carry their ID card with them at all times while on campus and may be required to present these cards on designated occasions. As such, transferring an ID to another person, including other Marian students, is not permitted. The ID card holds the food service and library bar code. Students are required to keep their ID card throughout their academic career; ID cards are not re-issued at the start of each new academic year. Students are required to update their ID card each academic year with a validation sticker obtained from One-Stop. A \$15 cash fee is charged for replacement of a lost card, even if the original ID card has been found. The University is not responsible for any loss or expense resulting from the loss, theft, or misuse of card. Once reported to One-Stop as being lost or stolen, the ID card will be deactivated.

### **Indecent Exposure and Public Urination**

Indecent exposure and public urination are strictly prohibited on the grounds of Marian University.

### **Logo**

It is unlawful for anyone to appropriate to his/her own use, or the use of another, the University name, mailing address, logo, seal, wordmark, or any other trademarks or service marks of the University without the written permission of the Office of Marketing and Communications.

### **Non-Compliance**

It is expected that University personnel are treated with respect and that students respond cooperatively to all requests made by personnel. Interfering with personnel performing their job duties is considered a serious policy violation. If a student has a concern about personnel's performance or questions the instructions they have given, the student should talk with the individual or his/her immediate supervisor to resolve the matter.

In the case of student conduct confrontations, students are expected to be cooperative, honest, and comply with the directions or requests of University personnel. Students who have questions or concerns may follow up at a later time, but it is not acceptable to argue, debate, or prolong discussion during the time of the interaction/confrontation. Students who are non-compliant are subject to University disciplinary proceedings.

### **Physical Violence**

Physical violence is defined as any physical contact with another person that causes that person harm, intends to cause that person harm, or can reasonably be viewed by the person as a source of harm, regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical violence can be direct (*for example, striking, shoving, or kicking another*) or indirect (*for example, hitting a person with anything thrown or propelled, including objects thrown from a window or structure*). Physical violence is prohibited.

### **Pornography/Profanity**

Marian University is committed to upholding the Human Dignity Statement. Any materials containing pornography or profanity that are located in a common area or an area visible by the public are prohibited and will be removed by Residence Life staff. Any signs, posters, pictures, or messages visible outside a room or window that are found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passersby when the door is open. An agreement will be reached between roommates as to what materials are acceptable to be displayed in the room, including internet sites.

### **Relationship Violence**

Relationship violence is an act of violence between those in an intimate relationship to each other. Relationship violence, domestic or dating, is prohibited.

### **Respect for Oneself, Others, and the Community**

In accordance with Marian University's Core Values and Human Dignity Statement, the University expects each individual to respect human dignity on all levels. This includes respect for oneself, others, property, authority, and the community.

### **Restrooms**

Individuals are prohibited from entering restrooms designated for the opposite sex.

### **Skating**

Skating, rollerblading or skateboarding in University buildings is not permitted (*see also Bicycles and Mopeds and other Wheeled Devices policy for more prohibitions in buildings*). Students should be considerate of others when using these items outside on University grounds. Skateboarding is prohibited in posted areas on University grounds.

## **Sales and Solicitation**

Any outside individual or group soliciting, canvassing, or disseminating literature or wishing to use the University as a public forum must receive advance written permission from the Office of Student Life. Any violation of public order by the guest(s) will result in withdrawal of the invitation and/or removal of the guest(s).

## **Sales Events**

Officially recognized organizations, departments, and offices may sponsor sales events by completing the Facilities Reservation Form. Vendors may not sell on campus without organization sponsorship and without giving a portion of their sales to the sponsoring organization. Sales are limited to two days. Organizations that wish to sponsor a sales event beyond this time limit must submit a formal request to the Office of Student Life prior to the sales activity date. Groups are expected to comply with all state and federal laws regarding sales, solicitation, and health and safety codes.

## **Food Sales**

Any food or beverage sales must comply with the contracted agreement with Sodexo Food Services and the Food Handling and Sanitation guidelines as specified by the Food and Drug Administration. To ensure the health and safety of the Marian University community during food sales, it is essential that the following guidelines be adhered to:

1. Obtain permission to hold the food sale from the Sodexo Executive Chef.
2. Wash hands with soap and water before preparing, handling, or selling food.
3. Wash hands immediately after the use of restroom facilities.
4. Use clean plastic gloves at all times when preparing, handling, or serving food.
5. Change plastic gloves frequently. Each group is responsible for providing plastic gloves for its food sale.
6. A minimum of two people is required — money handlers should only handle money; food handlers should only handle food. Do not mix these jobs.
7. Use serving utensils to avoid direct contact with food.
8. Only those free from illness should be preparing, handling, or serving food.
9. Ensure the serving area is clean at all times during the sale. It is the responsibility of the group conducting the food sale to clean up the area when the food sale has concluded.

10. Food may not be prepared on site that may pose either a serious health or safety concern. Restricted appliances are at the discretion of the University and include, but are not limited to: deep fryers, open griddles, hot plates, or chafing dishes that are heated with an open flame. Any non-restricted appliances used must be in good working order (*i.e. without frayed cords*) and must be requested from Campus Services on the Facilities Reservation Form.

When serving hot, precooked meat products, extreme care must be taken to ensure that the product is maintained at the correct temperature.

When submitting a Facilities Reservation Form to schedule a fundraising food sale, please indicate the intended product(s) to be sold. This form can be found at One-Stop and submitted to Campus Services for approval.

### **Sexual Misconduct**

Marian University upholds the Roman Catholic teaching on human sexuality and behavior, as well as the Human Dignity Statement, as outlined in this Student Handbook. Therefore, all acts of sexual misconduct — including forced intercourse or other unwanted contact — are strictly prohibited. Marian University affirms the definitions of discrimination and retaliation as outlined by Title IX of the Higher Education Act of 1965, as amended and the protections against violence as defined by the Campus Sexual Violence Elimination (SaVE) Act of 2013. Because of the nature of sexual misconduct, including respecting victim and alleged assailant rights, student violations of this policy are administered differently than other student code of conduct violations. Please also refer to the Amnesty and Exemption Policy listed in the University Policies when considering reporting an act of Sexual Misconduct.

#### ***Definitions of acts of sexual misconduct:***

Marian University uses the following definitions of sexual misconduct: Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse and Sexual Exploitation. Consent is obtained through verbal assent from both parties prior to engaging in any sexual behaviors defined below.

Non-Consensual Sexual Contact is:

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

Sexual contact is defined as intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts OR any other intentional bodily contact of a sexual manner.

Non-Consensual Sexual Intercourse is:

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

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

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise constitute one of other sexual misconduct offenses.) Examples include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual recording or broadcast of sexual activity
- Going beyond the boundaries of consent (*such as letting someone hide in the closet to watch you having consensual sex*)
- Engaging in voyeurism
- Knowingly exposing another to an STD or HIV
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals

## **Social Media**

Students, alumni, and employees of Marian University are inspired to stay connected through the use of social media. In collaboration with Marian University's Computing and Networks Acceptable Use Policy and the Student Code of Conduct, the below policy outlines the expectations of students, faculty, staff, and alumni of Marian University when using social media outlets, including, but not limited to: Facebook, Twitter, and YouTube.

This policy states:

- Officially-recognized Marian University social media accounts and web pages will be reviewed, approved, and monitored by the Office of University Relations. Marian University reserves the right to delete comments that do not adhere to Marian's policies.
- Maintain confidentiality and privacy of the Marian community. Do not post confidential or proprietary information about Marian University, its students, its alumni, or its employees, especially as it pertains to FERPA, HIPAA, and other state and federal laws and university procedures.
- Do not use the Marian University logo, athletic logo, or any other Marian marks or images on personal online sites.



- Do not use Marian’s name to promote or endorse any product, cause, or political party or candidate. Refrain from using the Marian University name, including but not limited to: Marian University of Wisconsin, Marian, Sabre(s), or MU in a derogatory manner that does not represent Marian’s Mission and Core Values.
- Portraying Marian University, its employees, students, sponsors, and/or alumni in a derogatory way is prohibited. Marian University reserves the right to delete comments/posts or ask the person(s) responsible for creation of unofficial pages or profiles to be taken down and/or removed.

The use of social media in ways that violate Marian’s policies and procedures and any state or federal laws may result in disciplinary actions or suspension, as well as criminal or civil penalties. Please refer to the Academic Bulletin or contact the Office of Marketing and Communications with questions regarding this policy.

### **Stalking**

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. Stalking is prohibited.

### **Student Art/Sidewalk Messages**

The creation of works of art (*i.e. snow art, sidewalk chalk*) must be appropriate and should reflect the Mission and Core Values of the University. Any chalk used must be easily removed by water. No paint or permanent marking materials may be used on sidewalks. Violators will be held financially responsible to pay for the removal of inappropriate art or materials. Permission for a student-led project must be requested from the Office of Student Life prior to implementation.

### **Theft**

Students should report theft to Campus Safety. However, Marian University will not investigate thefts independent of a police investigation. Campus Safety and Security or Student Life staff will help students file a police report and get in touch with the appropriate police department. Fraud or “identity theft” are considered theft and students engaging in these behaviors will be charged with a theft policy violation. Any student caught stealing personal or University property or found in possession of such items will face disciplinary action and may be referred to local law enforcement authorities.

### **Threatening Behavior**

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

## **Tobacco and Vaping**

Marian University is strongly committed to maintaining and improving the health and well-being of all members of the campus community. Being a tobacco-free campus:

- Provides a healthier environment for the University community and guests.
- Assists members of the University community in improving their own health.
- Enhances the health of the communities we serve.
- Complies with Wisconsin state law.
- Assists graduates with preparation of working for companies, agencies, and organizations that are tobacco-free.

A tobacco -free campus prohibits the use of all tobacco products on the premises (buildings, grounds, sidewalks, streets, and structures) and in University owned or leased vehicles. Individuals may use tobacco in their personal vehicles; however, disposal of cigarette butts, smoking materials, or garbage on campus grounds is strictly prohibited.

Further, the use of e-cigarettes or other devices used to “vape” nicotine are prohibited on campus.

### ***Use of Tobacco for Sacred or Religious Reasons***

A written request must be submitted one week in advance to the Office of Student Life in the occasion that a group desires to use tobacco for sacred or religious reasons. The Dean of Student Life will gather detailed information on the request, determine its legitimacy, and approve or deny the request.

### **Prohibited Activities**

All sales and advertising of tobacco products on University campuses are prohibited. This includes the distribution of tobacco product samples or coupons redeemable for tobacco products. The sponsorship of campus events by the tobacco industry or tobacco organizations is prohibited.

### **Enforcement**

All members of the University community are responsible for enforcing this policy. Anyone who observes a violation of this policy should make the violator aware of the restrictions contained in this policy. Employees or students who observe a violator’s refusal to adhere to this policy may report the violator to the appropriate authority. Such authorities may include vice presidents, deans, department chairs, directors, managers, or Campus Safety. Upon receiving a report, the authority shall inform the violator’s supervisor (*if the violator is an employee*) or the Office of Student Life (*if the violator is a student*).

## **Tobacco Cessation Assistance/Resources**

To the extent feasible, and utilizing available University and community resources listed below, Marian University encourages all members of its community to choose a healthful, non-tobacco use/non-smoking lifestyle. Emphasis is placed on educating and referring members of the University community to available resources and services that provide tobacco cessation assistance.

The following tobacco cessation programs and resources are available:

1. Marian University Student Health Services  
923-7615
2. Fond du Lac County Health Department  
929-3085
3. Wisconsin Tobacco Quit Line  
1-800-QUIT-NOW (784-866-9800)  
1-877-2NO-FUME (Español)  
1-877-777-6534 (TTY)

## **Vandalism**

Marian University does not tolerate any act of vandalism. Violators will be charged for any repairs, replacements, or cleaning to restore the area/object to its original condition.

## **Weapons**

The possession of concealed weapons in University buildings is restricted. If it is suspected that someone is not adhering to this restriction, Campus Safety should be notified.

The use, possession, or discharge of weapons or any type of explosive anywhere in University buildings is strictly prohibited. Weapons include, but are not limited to: firearms, ammunition, archery equipment, knives (*other than those used for cooking purposes*), paint balls/guns, BB and airsoft guns, and martial arts weapons. Items deliberately altered to appear like a weapon are also prohibited. The University reserves the right to expand this list at its discretion. Any infraction of this prohibition will be severely prosecuted through local law enforcement agencies. Any questions regarding this policy should be directed to Campus Safety and Security.

## **Pepper Mace**

When used appropriately in threatening, emergency, or safety situations, pepper mace can be an effective disabling agent. Due to its noxious ingredients, the use of pepper mace is permitted only in such situations. Safety precautions should take precedence over reliance on pepper mace. Misuse of pepper mace is cause for disciplinary action and may result in criminal charges.

# Residence Life Policies and Procedures

The Department of Residence Life promotes inclusive personal growth and leadership development by effectively challenging and supporting students through compassionate and memorable community experiences. Marian's residence facilities have been designed to create a living-learning environment in support of the Mission and consistent with the Core Values of the University. Students living in or visiting the residence facilities are expected to live the value of community — respect for self, others, property, and authority — and develop an environment that fosters a culture of learning and reflection balanced with the development of healthy relationships and an enjoyable social life. In addition to following the University policies, students who live in or visit University owned housing facilities must comply with residential policies.

## Housing Requirement

All first- and second-year students, unmarried and younger than 21, are required to live on campus. The only exception is if a student lives with a parent or guardian within a 35-mile radius of the University. Students who claim a commuter exemption, but do not reside with their parents, are subject to being charged for a residence facility room. Housing contracts are valid for one academic year, which is defined as the fall and spring semester. On-campus housing is only available to full-time students enrolled for a minimum of 12 credits and actively attending class at Marian University. Students not meeting these criteria are subject to removal from the residence facilities. If at any time a student drops below the required 12 credits, he/she must contact the Director of Residence Life. *(A request for an exception for temporary part-time students must be made both in writing and in person to the Director of Residence Life).*

## **Consolidation**

Three weeks into each semester, students living alone in a double room in the Cedar Creek Apartments, Courtyards, Duplexes, Naber Hall, and Townhouses will be asked to either consolidate or pay the single room rate. This gives others who wish to reside in single rooms the opportunity to do so, provided space is available. Students with a roommate who moves out for any reason must talk to their Resident Assistant or Residence Hall Director about consolidating or paying for a single room. Single rooms are granted on a first-come, first-serve basis and are generally not granted until the conclusion of roommate switch week. The University is not responsible for reassigning roommates who never arrived, changed rooms before arrival, or moved out after arrival. It is the resident's responsibility to find a roommate when any of the above situations happen. If asked, the Residence Life staff will assist in the process. All room changes must be completed during roommate switch week. Switch week is typically the third week of each semester.

## **Contract Termination**

If for any reason during the academic year a resident must terminate his/her housing contract, an appeal form must be submitted to the Office of Student Life. Possible reasons for consideration include, but are not limited to: sudden loss of primary income, serious medical concerns, and extenuating family circumstances. Not all appeals are guaranteed. The Director of Residence Life, with input from Residence Life staff members, reviews all cases on an individual basis. The Director of Residence Life will review the request and return a written decision in a timely manner. Contract cancellation charges will apply to the student in the case that his/her contract termination is approved. All decisions are final. Any student withdrawing from Marian University must check out of their residence within 48 hours after withdrawal or they may incur additional charges. Contract cancellation terms and schedule can be found on the Housing Contract (<https://my.marianuniversity.edu/engagement/reslife/Documents/Housing%20and%20meal%20contract%202016-2017.pdf>)

## **Removal from Housing**

The Director of Residence Life, Dean of Student Life, and Vice President for Student Life each have the right to dismiss a student from University housing at any time. It is not necessary for a student to be on housing probation prior to a dismissal. Any student charged with a felony will be required to immediately leave student housing. If the case is dropped or the case is tried and won by the student, the student shall be allowed to move back into student housing at such a time that space is available. If the student is convicted, the student shall not be allowed to live in student housing. First- or second-year students who are dismissed from housing, and who do not meet the commuter exemption condition of the residency requirement, will be required to immediately withdraw from the University. The student is required to complete the appropriate paperwork and turn in all keys at the time of dismissal. If key(s) are not returned at this time, the student will be charged the cost of a lock re-core and a \$50 improper checkout fee.

## **Withdrawal from Housing**

Resident students who do not attend classes may be required to vacate the residence facilities. Students who depart housing must remove personal belongings in a timely manner, as specified by Residence Life staff. University personnel may discard belongings not removed as directed.

## **Housing Options**

Freshmen housing is located in Naber Hall and designated Courtyard houses and penthouses as assigned. Should housing needs exceed capacity, rooms in the Courtyard houses may be tripled. Naber Hall and all other freshman housing are substance-free — alcohol, tobacco products, and illegal drugs are never permitted, regardless of legal age limit.

Sophomores, juniors, and seniors may choose housing from the Courtyard Efficiency Suites, Townhouses, Duplexes, or Cedar Creek Apartments. A limited number of single rooms are available in the Townhouses, Duplexes and Cedar Creek Apartments.

### **Living-Learning Communities (LLC)**

Marian University offers first-year students the opportunity to live with other students with similar academic interests. Students choosing to live in an LLC will be provided with resources geared toward academic excellence.

### **Themed Housing**

Marian University offers campus residences where like-minded upper-class students live together for the purpose of embracing and promoting a particular theme of mutual interest. Themed houses are located in the Townhouses and house seven (7) students.

The goals of theme housing include:

- Uniting students around a common interest or discipline
- Creating a community that fosters intellectual and social development
- Promoting campus pride and spirit through programming opportunities

Students establish clear goals for their group and plan how to be engaged participants in their community as well as the campus community. One-year housing applications are reviewed by the Office of Student Life, and select groups are interviewed by the review committee. Themed housing selection is based on the quality and strength of the application, the commitment and organization of the house members, the needs of the University community served by the themed house, and the group interview. Current one-year groups reapplying for themed housing will also be rated upon past performance and future plans.

### **Antennas/Satellites**

Any antenna attached to the exterior of University facilities or placed on University property is prohibited. Antennas include, but are not limited to: TV, satellite dish, shortwave, FM, and scanner.

### **Appliances**

#### ***Strongly Recommended:***

- A 15-amp multi-prong outlet with circuit breaker and surge protectors

**Allowed Appliances:**

- 2–4-cup coffee maker with automatic shut-off
- Computer
- Microwave — 800 watts or less
- Toaster (*only in common areas*)
- TV set — cable ready
- Refrigerator — 4.0 cubic feet or less  
*\*Residents may only have one refrigerator per room, no more than 45 inches in height.*

**Prohibited Appliances:**

- Air conditioner
- Cooking appliances (*with heating elements*), unless authorized by Residence Life staff only for use in specified kitchen areas
- Deep fryer
- Electric blanket
- Electric skillet
- Grill (*any size*) and/or portable fire pit grill
- Hot plate
- Hot pot
- Microwave oven (*more than 800 watts*)
- Space heater
- Sunlamp
- Plug in air freshener

**Babysitting**

Babysitting is strictly prohibited in any residence facility.

**Balconies and Patios**

In order to maintain the aesthetic integrity of the Cedar Creek Apartments and to ensure the safety of students, the following rules apply to the apartment balconies and patios:

1. No university-provided furniture may be located, at any time, on the balcony or patio.
2. No more than four (4) people may be on the balcony at any one time.
3. Throwing of objects off the balcony is prohibited.
4. Grills are prohibited.
5. No items should be hung from balcony rails (*including, but not limited to: towels, rafts, signs, clothing, flags and lighting*). Letters are permitted on the balconies of Duplex houses designated as Greek Houses.
6. This applicable from the top of the balcony and from below from the patio.
7. Signs related to “school spirit” shall be permitted pending the approval of the Residence Life office.
8. Balconies and patios may not be used for storage purposes (*including, but not limited to: garbage, indoor furniture, and bicycles*).
9. Alcohol consumption is prohibited.

## **Bed Lofting**

Bed lofting is only permitted through the appropriate use of a university provided bed that is designed to be lofted. Student built or procured lofts are not permitted.

## **Campaign Signs**

Students are not permitted to hang campaign signs inside the residence facility windows. No signs are allowed in the yards of any of the University's residence facilities. Students may display political preferences privately in their room with agreement for roommate(s).

## **Candles and Incense**

Candles and candle warmers are prohibited in residence facilities. The burning of incense in any residence facility is prohibited. Special circumstances require approval from the Director of Residence Life.

## **Christmas Trees**

Live Christmas trees are not permitted in any student residence facility.

## **Comfort and Service Animals**

Residence Life and the Office of Disability Services must be notified of the need for service and comfort animals. Please contact the Office of Student Life (923-7666 or [dose@marianuniversity.edu](mailto:dose@marianuniversity.edu)) for instructions on the documentation required for housing comfort and/or service animals.

## **Common Area Damage**

It is expected that students, as adults, will be responsible for their behavior. The University holds individuals involved in damage responsible for repair or replacement costs. If the responsible individual is not found, all students of the wing/floor/house/apartment/area pay such damages, as the students comprise a community and are therefore responsible for the public area adjacent to their living spaces. In addition to meeting the financial burden in a fair and equitable manner, the common area damage program supports the community concept of self-governance in residence facilities and contributes to the prevention of common area damage. Damage incurred to common areas is repaired by the Campus Services staff in order to assure proper maintenance.

## **Dartboards**

Metal tipped darts and dartboards that use metal tip darts are not allowed in any residence facility.



## **Door Propping**

Propping open exterior doors is prohibited.

## **Electrical Devices**

Any electrical/electronic device used in University facilities must be UL-approved and used solely for its intended purpose. University personnel will remove any electrical/electronic device used improperly or deemed unsafe. Owners can retrieve their property from a hall director or from the Office of Residence Life for the sole purpose of storing it elsewhere than on campus.

## **Furniture**

In order to prevent the misuse or damage of University property, all furniture and fixtures in residence facilities must remain in place throughout the year and may not be disassembled or moved to another room/area. When a student vacates a particular living space, he/she is responsible for returning the space to its original condition. Students may not remove furniture or fixtures from lounges or other public areas for personal use. Waterbeds are not allowed in residence facilities as they may damage floors. Personal air conditioners are not permitted in student rooms. Taking University furniture or any non-weatherproof furniture outdoors at any time is strictly forbidden. Only weatherproof lawn furniture is allowed for outdoor use at any time, in accordance with Fond du Lac City Ordinance.

## **Game Tables**

Game tables such as pool, foosball, air hockey, ping pong tables (*including anything resembling a pong table*), and arcade games are prohibited in residence facilities.

## **Guests**

A guest is defined as anyone not assigned to the room/unit they are in. Resident students may host guests provided that they have approval of their roommate(s)/housemate(s). Resident students may only have three individuals registered as guests at one time. No guest may be registered to stay more than two consecutive nights. Residents who have guest(s) are responsible for informing their guest(s) of University policies and expectations. Each resident host is held accountable for the actions of their guest(s). Resident hosts are expected to be present at all times during their guests' visit. In the event of a conduct infraction, registered or unregistered guests may be escorted off campus. At no time should guests disrupt the living community or supersede a roommate/housemate's right to privacy.

## **Overnight Guests**

Guests are welcome from 8 a.m. until midnight Sunday through Thursday and until 1 a.m. Friday and Saturday. Prior to any overnight guests, a signed Roommate Agreement must be submitted to the Resident Assistant. After the agreement has been submitted, residents are required to complete a Guest

Request Form with their roommate two days prior to the guest arriving, which is forwarded to the Residence Hall Director or Resident Assistant. If a guest is staying past designated hours, they must be registered at One-Stop as an overnight guest. Overnight guests under 18 years of age must have the approval of a Residence Hall Director. Naber Hall residents may sign in their overnight guests at the Naber Hall Desk if it is open, otherwise hosts should find an RA and register the guest with the RA on duty.

## **Ledges, Platforms, and Roofs**

Ledges, platforms, roofs, and building overhangs are restricted areas and students are strictly prohibited from any access to them. The platforms on the Courtyards are reserved for the sole purpose of fire safety platforms.

## **Lights and Signs**

Christmas/decorative lights may not obstruct normal operation of the windows or block or interfere with entering or exiting the residence facility. Decorative lights cannot be secured to any handrails along stairways. Security lights may not be removed, covered, or altered in any way to enhance the effect of decorative lights. Outdoor Christmas lights may not be installed prior to November 15 and must be removed no later than the last day of fall semester finals. Special circumstances require approval from the Director of Residence Life. Alcohol signs of any kind are not allowed in windows. Halogen lights are restricted from all residence facilities. Exit/emergency/corridor lights are kept functioning and lit continuously in accordance with law and may not be changed to colored light bulbs. All other lights are turned off when they are not necessary.

## **Locks and Keys**

Misusing keys, tampering with locks, damaging lock mechanisms, or blocking security or maintenance doors is strictly prohibited. Students are prohibited from placing their own personal locks on their room/apartment doors. Students are required to lock their room, apartment, and house doors. Students must carry their keys with them in order to protect their person and belongings. Students may not give their room/house keys to anyone for any purpose. If a student has locked his/her key(s) in a room, a Resident Assistant, Residence Hall Director, or Campus Safety Officer may let the student into his/her room at their earliest availability. If keys are broken or bent, the Residence Hall Director should be notified immediately to replace the broken or bent key. If keys are misplaced or lost, the Residence Hall Director should be notified in order to issue a re-core of the locks for missing keys. The number of doors, cost of labor, and number of new keys to be cut will determine the cost for replacing the missing keys and new locks that is charged to the responsible student.

## **Maintenance/Housekeeping Walk-Throughs**

On a weekly basis, Residence Hall Directors conduct a maintenance/housekeeping walk-through of all residence facilities in order to establish any maintenance concerns and maintain University property. Residents of the Cedar

Creek Apartments, Courtyards 8–20, and Townhouses are responsible for the cleaning of their own units. If the unit is found in an unacceptable condition, the residents will be given 48 hours to clean or an outside agent will be contracted and the residents will be held responsible for the cost. Any resident who fails to keep up his/her living environment risks the removal or denial of his/her resident status. Residence Life staff will also perform walk-throughs during vacation holidays and breaks. As a result of disciplinary action, unannounced walk-throughs may occur at any time.

## **Naber Hall Door Alarms**

Activation of the door alarms between the hours of 8 p.m. and 6 a.m. will result in a \$100 fine for the responsible party.

## **Painting**

The University coordinates all exterior and interior painting. Students are not permitted to paint their individual rooms. Special circumstances require permission from the Director of Residence Life.

## **Pets**

Fish are the only animal permitted in University housing units. However, fish tanks may be no larger than 20 gallons (*dimensions for high fish tanks may not exceed 24¼" x 12½" x 16¾" and dimensions for low fish tanks may not exceed 30¼" x 12½" x 12¾"*). Proper maintenance of fish tanks is expected. Only marble or glass bead bottoms are allowed in fish tanks (*gravel bottoms are prohibited*). Please see the Comfort Animals policy if you require more information about a pet that acts as a comfort animal.

## **Quiet/Courtesy Hours**

University-wide quiet hours begin at 10 p.m. Sunday through Thursday and 1 a.m. Friday and Saturday nights and end every morning at 8 a.m. Those hours not designated as quiet hours will be considered courtesy hours during which students extend courtesy to their neighbors by restricting the noise level of conversation, stereos, and any other electronic devices. Specific quiet hours may change at the discretion of Residence Life staff. Inherent in this policy is the understanding that students are chiefly responsible for holding one another to the established community standards. The City of Fond du Lac noise ordinance begins at 9 p.m. Students should be aware of this and respect surrounding neighbors.

Silent hours (*24-hour quiet hours*) are in effect during the week of final exams. Courtesy hours are designated from 4–6 p.m. during the week of final exams. Students are to operate on "normal noise levels" to vacuum or complete other tasks. If a resident student confronts another asking to be quiet, students are required to comply and respect the request.

## Residence Facility Entry

The University's right to enter or search a residence facility is exercised with discretion. A reasonable effort will be made to have the resident present if it is appropriate and necessary. Before entering, authorized University personnel should knock, announce their name and position, and receive permission to enter (*if the resident is present*). In cases where personnel suspect the violation of a University policy, he/she may enter after knocking and announcing himself/herself. The following personnel may enter a student's room:

1. Maintenance or housekeeping staff for routine maintenance or housekeeping functions.
2. Student Life staff or Campus Safety Officers
  - a. To resolve emergency situations (*including, but not limited to: fire, accidents, sickness, or danger to student health and welfare*).
  - b. When there is evidence or reasonable information suggesting the violation of a University policy.
3. Student Life and Campus Services staff for facility opening and closing and general housekeeping inspections.
4. Department of Residence Life Personnel may enter common areas in an effort to build, develop, and sustain community throughout the day. Between the hours of 7 p.m. and 2 a.m., Residence Life Personnel (*Resident Assistants*) will enter common areas to maintain safe and civil living and learning environments.

Whenever a room is entered without the presence of the resident, University personnel will leave a note stating that the room was entered, by whom, and for what purpose.

When it is necessary for University personnel to enter a resident's room for inspections (*facility closings, vacation-time general housekeeping inspections, and regular maintenance checks*) the student is given advance notice. The inspection may take place without the presence of the resident.

## Resident Business Ventures

Residence facility rooms or common areas may not be used to carry on any organized business ventures (*i.e. selling Avon, Tastefully Simple, or illicit substances of any kind*).

## Resident Mail

Resident students are required to check their assigned mailboxes on a daily basis. Mail for resident students, as well as student organizations, is distributed Monday through Saturday by 4 p.m. to the mailboxes located in the Hornung Student Center. Students are requested to include 750 E. Division St. and their mailbox number for their mailing address to send and receive mail. Packages too large for mailboxes may be picked up at One-Stop. The student's ID card must be presented to collect the package. No mail will be forwarded during the winter and spring interim breaks. Upon completion of the academic year

and/or termination of the housing contract, resident mail will be forwarded to a designated address for 30 days, after which it will be returned to sender. If a resident is not returning to University housing, then the resident is responsible for providing the Office of the Registrar with his/her forwarding address. It is also the student's responsibility to notify businesses from which they receive mail (*i.e. banks, credit card companies, magazines*) of their change of address.

## Room Condition

When a student occupies and vacates a room, the student is responsible for completing a Room Condition Report in conjunction with a Residence Life staff member. Failure to complete the report or note prior room condition issues will result in the student being held responsible for all room condition issues when the room is vacated. When vacating a room, it must be returned in the same condition as when it was first occupied. Damages to a room or failure to remove belongings subject all students in the room or housing unit to common area charges, unless a specific student is identified as responsible for the damages.

## Room Search

The University reserves the right to enter and search a residence facility if there is reason to believe that:

1. There is a possibility of imminent harm to a person or property.
2. There is a possible violation of University policy, or state or federal law.
3. Contraband items are present, but may be concealed from view.

Reasonable suspicion is defined as knowledge suggesting that a violation of University policy or public law has occurred or may occur.

1. Authorization for a room search must be obtained from the Director of Residence Life (*or designee*).
2. University personnel make every effort to have one or all students present during the search and inform the students of the purpose of the search.
3. Searches may be conducted of rooms or belongings that may contain items in violation of University policy or state or federal law. This includes, but is not limited to: backpacks, bags, closets, desks, packages, or refrigerators.
4. The student will have the opportunity to cooperate and turn over any items under reasonable suspicion. If a student chooses not to cooperate, he/she will be informed that the search of the room and belongings will occur.

## Roommate/Housemate Conflict Resolution

When roommates/housemates develop differences or conflicts that are adversely affecting their living environment, the following steps should be followed to aid in resolving the disagreement:

1. A meeting should be held by all of the students involved in the conflict. Residence Life staff may be present at this meeting. A verbal and written

agreement will be crafted at this time. All roommates involved should agree to comply with and sign the terms of the roommate agreement.

2. If the meeting agreement is broken, the students involved in the conflict should schedule a formal meeting with the Residence Hall Director. When roommates/housemates have followed the appropriate steps and it has been determined that they have irreconcilable differences, they may request to no longer live together. The following policy will be upheld if the students choose to move: the resident whose paid contract was received the earliest will be permitted to remain in the room/house in question. The other resident will move out of that room and into another room on campus. In the event that both contracts were received the same day, the student with the longest resident status will be given the first opportunity to remain in the room/house. In the event that the students have the same status, higher total credit hours as stated on the student's Marian transcript will determine placement priority.

## **Screens**

In order to avoid damage to screens and for safety reasons, students may not remove or tamper with window screens. In the event that a window screen has been removed or tampered with, the students of the room will face disciplinary action.

## **Smoke Detectors**

Smoke detectors are located in all residence facilities as required by law. Fond du Lac City Ordinance requires each resident to sign a form at the beginning of his/her residency as to the working condition of each smoke detector. Willful and/or malicious tampering with any smoke detector or fire safety equipment is prohibited. False activation of fire alarms will result in a fine up to \$500 for the responsible party.

## **Sports in Residence Facilities**

Athletic activities are strictly prohibited in residence facilities due to the potential danger to students and facility damage. Such activities include, but are not limited to: basketball, baseball equipment, cycling, football, golf, hockey, skating, throwing objects, and water fights.

## **Vacuum Cleaners**

Vacuum cleaners are available for resident use and can be checked out through the Resident Assistant. To check out a vacuum, the resident must leave his/her student ID with the Resident Assistant, which will be returned upon return of the vacuum. All vacuuming should occur before quiet hours.

# University Offices

*University office hours are 8 a.m.–4:30 p.m. and/or by appointment, unless otherwise noted.*

## **Academic Affairs ..... 923-7604**

The Vice President for Academic Affairs is responsible for all matters directly relating to academic affairs, including support, policy, planning and resource allocation, academic budgetary concerns, faculty recruitment, and contractual administration. The Vice President manages and provides direction to all programs and departments reporting to the Office of Academic Affairs. In the absence of the President, the Vice President is the designated administrator in charge of the University.

## **Adult and Graduate Admission ..... 923-7651**

The Office of Adult and Graduate Admission serves as the recruitment center for prospective students in evening, accelerated, and online undergraduate, graduate, and Ph.D. programs. Applications for admission, along with brochures, program sheets, and course schedules are available here. Counselors are also available to offer guidance and answer questions regarding the admission and financial aid process.

## **Adult and Graduate Studies ..... 923-7632**

The Office of Adult and Graduate Studies (AGS) operates the adult undergraduate and graduate programs, offered online and in the classrooms at the Fond du Lac campus and at many other locations throughout the state. AGS provides for continued personal and professional growth of adult learners, and is aligned with the changing needs of communities and organizations in the global workplace.

## **Advancement ..... 923-7613**

The Office of Advancement oversees external fundraising and other activities that enhance the University's image. This office coordinates special events, annual and planned giving, alumni relations, grant proposal development, and campaign activities.

## **Alumni Relations ..... 923-8937**

Alumni Relations is part of the Office of Alumni, Institutional Partnerships, and Career Services. Alumni Relations plans social and educational events for alumni of the University including regional chapter and affinity club activities. They solicit philanthropic support from alumni through the Alumni Annual Fund.

**Athletic Department ..... 923-8156**

The Athletic Department is responsible for the operation and administration of intercollegiate athletics at Marian University. The Athletic Department also provides opportunities for competition in a wide variety of intramural sports. All activities are open to all members of the University community. Intramural offerings include basketball, bowling, flag football, floor hockey, softball, and volleyball.

***Open gym times for weekdays and weekends are posted at the main entrance of the gym.***

**Business and Finance ..... 923-8614**

The Office of Business and Finance is responsible for the quality and administration of the university's financial accounting systems and related reporting, compliance and Located in room 105 of the Administration Building, the Office of Business and Finance is responsible for the quality and administration of the university's financial accounting systems and related reporting, compliance and controls. Questions and arrangements for payments on student accounts may be directed to this office. controls. Questions and arrangements for payments on student accounts may be directed to this office.

**Campus Ministry ..... 923-7624**

Grounded in the Catholic tradition and respectful of people's distinct backgrounds, Campus Ministry offers the entire Marian community opportunities for personal and spiritual growth. Everyone is invited to participate in liturgies, community service, and retreats, as well as Bible study, student-led Campus Ministry club, prayer groups, and discussion groups. The Samuel and Sarah Mackey Campus Ministry Center offers a safe place where honest and meaningful conversations can take place around religious and spiritual topics. Confidential pastoral counseling and spiritual direction by the Campus Minister are available upon request.

**Campus Services ..... 923-8787**

Campus Services is located in the maintenance building just southeast of the Hornung Student Center. Campus Services is responsible for facilities maintenance, housekeeping, grounds, auxiliary services, and general campus safety.

***After hours, contact One-Stop.***

**Career Services ..... 923-8097**

Career Services supports students and alumni with career assessment and exploration, securing internships, reviewing résumés and cover letters, job search and interviewing assistance, graduate school resources, and capturing alumni placement data. Other services include hosting career fairs, on-campus



recruiters, career development programs, classroom presentations, and a resource library. To view full- and part-time job and internship listings, students may register on the Marian JobConnection, which is available on the Career Services web site via MyMarian.

**Center for Academic Support and Excellence (CASE).....923-8097**

The CASE Office provides various academic services to students, including academic advising, academic support programs, academic testing, career services, tutor program, College Level Examination Program (CLEP), Disability Services, EXCEL Program, Undeclared Program, and NCLEX resources. Students are encouraged to visit the office to use the resources available, which include computers with practice Praxis I and II exams, ACE Reader software, a foreign language station, and computers for individual study use upon request.

**Counseling Center.....923-8799**

The Counseling Center provides confidential personal counseling free of charge to all currently enrolled students. The purpose and primary goal of counseling is to promote the total growth and development of the student from his/her first year through graduation. The Counseling Center offers individual counseling to both the traditional and adult learner covering a wide range of concerns. Group counseling opportunities and presentations on a variety of issues are also available. Students who would like a particular group or workshop offered are encouraged to call the Counseling Center staff and make that interest known. Appointments may be made outside of regular business hours upon request. Referrals are made to area professionals as warranted.

**Early Childhood Center .....923-8104**

The Early Childhood Center is a 5-star quality preschool and 4K program accredited by the National Association for the Education of Young Children (NAEYC). It is licensed through the state of Wisconsin for 3- to 6-year-old children of members of the University and Fond du Lac communities. A public 4K program is offered in collaboration with Fond du Lac School District. Parents may enroll their children in the preschool or 4K program. Extended care is available to those enrolled in either program. The center also provides classroom experiences for clinical and student teachers.

**Financial Aid.....923-7614**

The Office of Financial Aid serves as the financial counseling center for all students. Applications for federal, state, and institutional financial assistance are available upon request. Counselors are available daily for financial aid guidance.

**First-Year Studies Program.....923-8723**

The First-Year Studies Program is a collaboration of services, programs, and people dedicated to helping new students become successful members of the campus community. The program is committed to the success of first-year students, guiding them in their transition to the University. Within an academic setting, the First-Year Studies Program offers GEN 101: First-Year Seminar, which is a general education requirement for all first-year students who are transferring in 24 credits or less. The course focuses on success skills for college, as well as introduces students to the Paul and Elder Critical Thinking Model. The experiential aspect of the program focuses on four components: (1) transition and adjustment, (2) academic success, (3) wellness, and (4) leadership and socially responsible action.

**Graphic and Mail Services .....923-7662**

Located in the lower level of Regina Hall, Graphic Services serves the print and mailing needs of the Marian community. Graphic services handles all outgoing USPS mail, UPS and other carrier shipments, and receives UPS and other shipments before they are taken to One-Stop for disbursement. Graphic Services is responsible for all office/department printing and copying requests on campus.

**Human Resources/Payroll.....923-8081**

Human Resources/Payroll coordinates all employment-related activities, including payroll preparation for University personnel and work study students. This office is also responsible for informing the University community of Equal Opportunity policies.

**Information Technology.....923-8947**

The Office of Information Technology Services (*ITS*) serves, leads, and educates the Marian community in the effective use and integration of technology to support the Mission and Core Values of the University. ITS assists students with virus and malware removal/protection and basic troubleshooting; however, ITS is unable to make repairs or install hardware on equipment not owned by the University. Please see the Acceptable Use policy on the My Marian portal for information on the requirements and expectations for using Marian’s technology resources.

**Learning and Writing Center .....923-8586**

The Learning and Writing Center assists students in developing the skills and knowledge necessary to meet academic goals. Learning and writing specialists provide assistance in math, science, reading, writing, and study skills. Software applications and other learning materials are available, as well as individual and collaborative academic support. Assistance is also available to students who speak English as a second language.

## **Mission and Student Life** ..... **923-8963**

The Office of Student Life provides strategic vision and leadership in the development of programs, policies, and procedures related to student success at Marian University. In addition, this office provides oversight of Student Life, Academic Advising & Academic Services, and TRIO, and Upward Bound Math and Science programs.

## **The President** ..... **923-7617**

The President is the Chief Executive Officer of the University and the official adviser to and executive agent of the Board of Trustees. The President is the educational and administrative head of the University, the chief fundraiser and external relations person, and the ultimate appeal authority for various decisions. The President is ultimately responsible to the Board of Trustees for operation of the University.

## **The Registrar** ..... **923-7618**

Questions regarding student academic records, FERPA, SabreNet registration, student schedules, grading, transfer credit evaluations, degree audits, degree conferral, athletic eligibility, veteran education enrollment processing, assigning classroom space and meeting reservations, enrollment/degree verifications, loan deferments, transcript and name change requests, updating and publishing the Academic Bulletin, University forms, and academic policies and procedures may be directed to this office.

## **Student Life** ..... **923-7666**

The Office of Student Life, with assistance from the Residence Life staff, represents the University's commitment to providing a residential community where students can pursue their educational interests in an informal and social setting. In addition, the Office of Student Life supervises organizations such as the Marian Activities Committee (*MAC*) and Student Senate, both of which are student-led and provide programs that are educational, recreational, cultural, and social.

## **Student Health Services** ..... **923-7615**

Student Health Services is staffed by registered nurses and nurse practitioners who are supported by physicians from Agnesian HealthCare. Specifically trained in all age emergency medicine, each nurse is qualified to triage medical conditions and refer students for additional and follow-up care. The health nurse is also responsible for managing the Health Services operations and providing health education for individuals and groups. Other services include immunizations, vaccines, TB skin testing, health screening, flu shots, necessary lab draws, blood pressure monitoring, and care of minor illnesses. Referrals are made for more serious health issues. All medical records and student visits are kept confidential in the Health Services office. Students are required to carry personal health insurance. After regular business hours, students seeking medical assistance may be seen at Agnesian HealthCare.

## **Student Support Services .....923-8632**

Student Support Services (SSS) is a program funded by the U.S. Department of Education to help students develop the skills and motivation necessary to successfully pursue and earn a bachelor's degree. The goal of SSS is to increase the college retention and graduation rates of its participants. SSS offers to its participants individual guidance, tutoring, workshops, financial coaching, career and academic preparation, additional opportunities for scholarships & grants, cultural events, and campus connections. Students selected to participate in SSS have an academic need and: are first-generation college students (*neither parent completed a bachelor's degree*); have a documented physical, psychological, or learning disability (*that may affect their role as a student*); or are from a family earning a limited income (*determined by taxable income level and family size*).

## **Study Abroad Office .....923-7148**

The Study Abroad Office advises students and coordinates their academic experience abroad throughout the planning, pre-departure, duration of experience, and re-entry processes. Students may earn credits through a wide variety of study abroad options in more than 30 countries and 50 locations, including short-term, summer, semester, academic year, and faculty-led programs. Students can enhance their studies while continuing their Marian University degree program in a foreign country.

## **Undergraduate Admission .....923-7650**

The Office of Undergraduate Admission serves as the recruitment center for prospective students in traditional undergraduate programs. Applications for admission, along with brochures, program sheets, and academic bulletins, are available here. Counselors offer guidance and answer questions regarding admission, while current student ambassadors serve as tour guides for prospective students.

## **University Marketing and Communications .....923-7602**

The Office of Marketing and Communications coordinates advertising, desktop publishing, marketing, media relations, publications, social media, and website management. For assistance in publicizing a special event or activity, call 923-7602 or email [omc@marianuniversity.edu](mailto:omc@marianuniversity.edu).

## **Upward Bound Math and Science Program ..... 923-8959**

The Upward Bound Math and Science (UBMS) program, funded by the U.S. Department of Education, is a college readiness program that prepares eligible students for success in higher education. Marian's UBMS program serves 60 students attending Fond du Lac High School and Horace Mann High School in North Fond du Lac.

The UBMS program helps participating students recognize and develop their potential to excel in the areas of mathematics, science, and technology. Ultimately, they are prepared and encouraged to pursue college degrees requiring strong foundations in these subjects.

During the academic year and summer sessions, students receive a wide range of services in the following areas: 1) Academic support, 2) Career Exploration, 3) College admission training, 4) Financial planning for college, and 5) Personal development.

## **Working Families Grant Program ..... 923-8974**

The Working Families Grant Program works to advance the University's Mission and Vision by awarding tuition and stipend grants to economically disadvantaged single parents with dependent children — parents who possess the desire and determination to achieve a four-year undergraduate degree. Applications are accepted year-round and kept on file for up to one year. Due to increasing interest, the application process is extremely competitive and involves an in-depth application and panel interview. Packets are available for pick-up at the Working Families Grant Office or by request via phone or email.